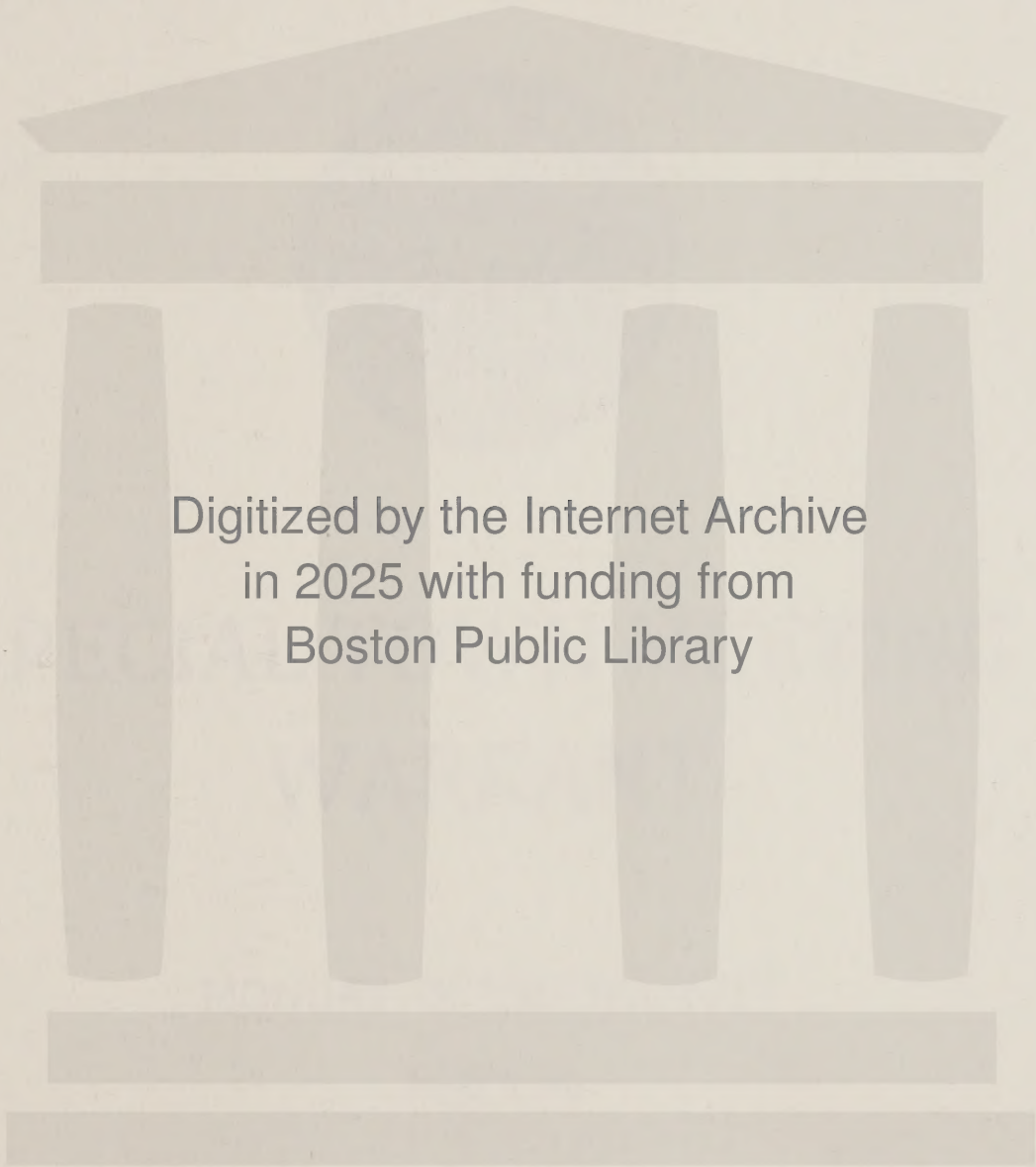

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TOWN OF NEEDHAM

SPECIAL TOWN MEETING WARRANT

MONDAY, OCTOBER 2, 2017

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE SECOND DAY OF OCTOBER, 2017

At 7:30 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – DPW/NIPEA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees Association, Local 1116, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: The Town and the Needham Independent Public Employees Association, Local 1116 have agreed to a one year contract extension for fiscal year 2018. As a result of changes in the plan offerings by the West Suburban Health Group – of which Needham is a member – the Town will be negotiating with all employee groups over the coming year relative to its group insurance program. The one year contract extension for this unit brings all units current for fiscal year 2018 as we begin those discussions. If this article is approved, funding would be transferred from the classification, performance and settlements line item for the General Fund employees.

FINANCE ARTICLES

ARTICLE 2: AMEND THE FY2018 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Operating Budget adopted under Article 15 of the 2017 Annual Town Meeting by deleting the

amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Insurance, Employee Benefits, Assessments & Administrative Costs	$13,949,197	14,429,197
9	Reserve Fund	$1,862,600	$1,812,600
22B	Public Facilities Expenses	$2,696,730	$2,746,730

and to meet this appropriation that the additional amount be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the Town's operating budget for fiscal year 2018. The $480,000 increase to the Group Health Insurance, Employee Benefits & Administrative Costs budget line is to cover increased health insurance costs. This funding increase was expected at the time the fiscal year 2018 budget was presented to Town Meeting this past May. At that time, there were several variables identified that could impact the fiscal year 2018 health insurance budget, including premium increases, additional head count in the School and Town departments, plan selection by employees, and actual enrollment. Given the number of variables, it was agreed that the final budget amount would be recommended at the fall Special Town Meeting. The increase is proposed to be funded by an increase in recurring revenue.

The $50,000 increase to the Public Facilities expense budget line is to provide funding for an outside consultant to review the Town's maintenance program for its public buildings. This request comes at the request of the Town Manager and the Finance Committee to have an outside assessment of the Town's practices and assumptions in planning and maintaining its capital investment to help ensure that the expected life cycles are met, and that best practices are employed to meet the demands. The study is expected to be completed prior to the end of the fiscal year. The reduction to the Reserve Fund would be the funding source for this appropriation.

ARTICLE 3: AMEND THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund adopted under Article 16 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101A	Salary & Wages	$782,833	$796,656

and to meet this appropriation that the additional amount be raised from RTS Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the FY2018 RTS Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($13,823) necessary to pay the cost of the Agreement for FY2018. There are eight members of the Union assigned to RTS operations.

ARTICLE 4: AMEND THE FY2018 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Sewer Enterprise Fund adopted under Article 17 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	$938,603	$958,976
201D	MWRA Assessment	$5,918,642	$5,889,796

or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the FY2018 Sewer Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($20,373) necessary to pay the cost of the Agreement for FY2018. There are 11 members of the Union assigned to Sewer operations. The article also seeks to lower the MWRA Assessment appropriation by $28,846. At the time the Sewer Enterprise Fund budget was approved, the sewer assessment was based on the preliminary figures released by the MWRA. The Town has received its actual assessment for FY2018 which was less than the budgeted amount. The net effect of the requested changes is a

decrease of $8,473 (-0.09%) to the Enterprise Budget.

ARTICLE 5: AMEND THE FY2018 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Water Enterprise Fund adopted under Article 18 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	$1,226,141	$1,248,413
301D	MWRA Assessment	$1,114,185	$1,109,794

and to meet this appropriation that the additional amount be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the FY2018 Water Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($22,272) necessary to pay the cost of the Agreement for FY2018. There are 12 members of the Union assigned to Water operations. The article also seeks to lower the MWRA Assessment appropriation by $4,391. At the time the Water Enterprise Fund budget was approved, the water assessment was based on the preliminary figures released by the MWRA. The Town has received its actual assessment for FY2018 which was less than the budgeted amount. The net effect of the requested changes is an increase of $17,881(0.32%) to the Enterprise Budget.

ARTICLE 6: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High School Cafeteria Construction	Nov 2015 STM	11	$2,100,000	$225,000
Sewer Pump Station Reservoir B	Nov 2011 STM	15	$6,300,000	$170,000

Total			**$8,400,000**	**$395,000**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

PUBLIC SAFETY ARTICLES

ARTICLE 7: AUTHORIZATION FOR ACQUISITION OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46); or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town has been seeking to acquire the property at 43 Lincoln Street for several years. The acquisition, if approved, ensures the Town's ownership of the entire block bordered by School Street, Chestnut Street, Lincoln Street, and the Chestnut/Lincoln Parking Lot. Over the past seven years, the Town has acquired five parcels in the block in order to increase and improve municipal parking, and to allow for the expansion and reconstruction of the Public Safety Building. The acquisition will both improve the design of the project and also obviate the need to eliminate parking currently dedicated for public use. The property consists of approximately .26 acres. No appropriation is required for the acquisition – the Board of Selectmen negotiated a mitigation agreement with the developer of the Second Avenue Residences to support enhancements to public safety facilities.

ARTICLE 8: AMEND ZONING BY-LAW – MAP CHANGE TO CENTER BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map to place in the Center Business District all that land now zoned Single Residence B and located at the intersection of Chestnut Street and School Street (Assessor's Map 47, Parcel 56) said area bounded and described as follows:

"Beginning at a point at the Chestnut Street centerline which intersects with the boundary line between the existing Single Residence B District and the Center Business District; then running easterly along said zoning boundary line to a point where it intersects with the boundary line between the Center Business District and a General Residence District; then turning and running southerly along the existing Single Residence B District and said General Residence District to a point where it intersects with the centerline of School Street and the boundary line between the existing Single Residence B District and General Residence District; then turning and running westerly to a point where it intersects with the centerline of Chestnut Street and the boundary between the existing Single Residence B District and the Chestnut Street Business District; then turning and running northerly along said boundary to the point of beginning."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical area located at the intersection of Chestnut Street and School Street proposed to be changed from a Single Residence B District to a Center Business District. One parcel – namely the Police and Fire Station property (Parcel 56 on Assessors' Plan 47) – that is currently zoned Single Residence B is affected by this rezoning. The proposed rezoning will correct a historical inconsistency currently in place along the easterly frontage of Chestnut Street where a singular residential property was retained along what is otherwise a contiguously zoned commercial corridor. With this noted change, the subject locale will be rendered consistent with that of its abutting Center Business District.

ARTICLE 9: AMEND ZONING BY-LAW – FLOOR AREA RATIO AND LOT COVERAGE REQUIREMENT FOR A MUNICIPAL BUILDING OR STRUCTURE IN THE GENERAL RESIDENCE DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (h) for the Maximum Floor Area Ratio in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

"(h) The Board of Appeals may grant a special permit increasing the maximum Floor Area Ratio required by this footnote up to 0.60 for a municipal building or structure."

(b) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts,

Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (i) for the Maximum Percentage Lot Coverage in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

"(i) The Board of Appeals may grant a special permit increasing the maximum lot coverage required by this footnote up to twenty-five (25) percent for a municipal building or structure."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article proposes to amend the section of the Zoning By-Law that limits the maximum floor area ratio and the maximum lot coverage requirements for a municipal building or structure in the General Residence District. The amendment is offered in an effort to guide the planned reconstruction and expansion of Fire Station #2 at the intersection of Highland Avenue and Webster Street. The amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit in the General Residence District to increase the maximum permitted floor area ratio for a municipal building or structure up to 0.60, and the maximum permitted lot coverage for a municipal building or structure up to twenty-five (25) percent. Currently in the General Residence District, the maximum floor area ratio for a municipal building or structure is capped at 0.30 and the maximum lot coverage for a municipal building or structure is capped at fifteen (15) percent.

ARTICLE 10: APPROPRIATE FOR PUBLIC SAFETY BUILDING & FIRE STATION #2 DESIGN

To see if the Town will vote to raise, borrow, and/or transfer and appropriate $3,750,000 for engineering and design for the reconstruction of the Public Safety Building and Fire Station #2, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will fund the design development phase of the public safety building project.

The Public Safety Building, located at the intersection of Chestnut Street and School Street, opened in 1931, and was renovated in 1988-1989. Fire Station #2, located at the intersection of Highland Avenue and Webster Street, opened in 1949 and was also renovated in 1988-1989. The amount of space that was originally allocated within both buildings for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements, and neither station is fully accessible for individuals with limited mobility.

In 1950, 19 years after the station opened, the Police Department had 25 sworn officers and responded to 1,774 calls. By 2015, the number of sworn officers was 49 and call volume had increased to 31,610. The proposed program meets many deficiencies identified in the Police Department, including the lack of adequate locker facilities for female officers, evidence and property storage, interview rooms and interview recording technology, public meeting space, records storage, dispatch areas, patrol and administrative office space, and report writing space. The prisoner holding cells are outdated and inadequate, and the current prisoner booking area is unsafe due to its size and configuration. The building lacks the ability to handle technology improvements due to available space needed, while the roof continues to leak into the records/server room on the second floor. The current climate control only works sporadically throughout the building creating numerous temperature variations.

In 1950, the Fire Department had 27 firefighters. Call volume data is not available for 1950, but the Department responded to 600 calls in 1960. By 2015, the number of sworn firefighters was 64 and the Department responded to 3,915 calls. The proposed program meets many deficiencies identified in the Fire Department, including apparatus bays that are too small for modern fire trucks, insufficient area for performing equipment maintenance and repair, lack of facilities for storing and cleaning turnout gear, minimal existing office space, inadequate facilities for firefighter support such as bunkrooms, toilets and showers, and insufficient storage space for files and equipment.

The November 2, 2015 and February 10, 2016 Special Town Meetings and the 2017 Annual Town Meeting approved a total of $390,000 in funding for feasibility studies and schematic design. If the appropriation for design development is approved, the project will be presented to the fall, 2018 Special Town Meeting for construction appropriation, and to the voters at the November 6, 2018 State election for debt exclusion funding.

ARTICLE 11: APPROPRIATE FOR HIGH SCHOOL EXPANSION CONSTRUCTION

To see if the Town will vote to raise, borrow, and/or transfer and appropriate $13,188,000 for the reconstruction and expansion of the Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $120,000 be transferred from Article 1 of the November 2013 Special Town Meeting, that $126,000 be transferred from Article 14 of the November 2009 Special Town Meeting, that $817,000 be transferred from the Capital Facility Fund, and that $1,000,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $11,125,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Needham High School is in need of additional classroom space to accommodate growing enrollment, and renovations to correct building deficiencies. This project would fund the addition of classroom space at the school, and would make the following improvements: replacement of the chillers, renovation of Gymnasium "A", addition of gym storage, and reconfiguration of gym lockers.

The classroom expansion component is intended to support anticipated student population growth. This project would include construction of a new classroom wing at the Webster Street entry to the school. Enrollment is growing and expected to peak at 1,835 students in the 2024/25 School Year. This population, as well as the relatively small size of existing classrooms, has created both over-crowding in and over-utilization of existing classroom spaces. The building was originally designed for 1,450 students and reflected School Building Authority standards in effect at the time that were lower than the current design guidelines. (In 2007, the year the High School was renovated, 725 s.f. was the typical classroom size, which is smaller than the current Massachusetts School Building Authority guideline of 925 s.f. Under the current guidelines, a 725 s.f. classroom is sized for 19 students, whereas a 925 s.f. classroom can accommodate 23 students per instructional space.) Currently, 45% of the core academic sections - Math, English, Social Studies and World Languages - have more than 23 students per section, with some having as many as 28 students. An additional 40% of sections have 16-23 students. The average utilization rate in these spaces is 90%, which exceeds the MSBA guideline of 85% (set to preserve flexibility in scheduling.) Since 2008, several spaces at NHS have been repurposed to

function as classrooms, however the number available remains below the need. Further, the repurposing has compromised the overall operation of the educational program.

The project would also replace the 300-ton chiller at the High School, with two 250-ton chillers. The existing chiller stopped working last year, cannot be repaired and must be replaced. The new chillers will accommodate the current building needs, as well as the additional square footage created by the expansion project.

Finally, this project would renovate the A Gym and related spaces. The A Gym was added to the high school in the 1950's and remains essentially in its original configuration. As a result, the space has many deficiencies and is in need of significant renovation. Specifically, the project would replace the gym floor, relocate the ceiling mounted basketball hoops, replace the rooftop-mounted ventilation units, replace the lighting and floor systems, remove the wood paneling, repaint the entire space, and install acoustic panels to the underside of the exposed roof deck. Additionally, the project would add much needed equipment storage to the gym area, and would reconfigure and increase the number of gym lockers to accommodate the expanded student population.

This article will fund construction of the proposed expansion project. The 2017 Annual Town Meeting appropriated $1.075 million for project design (including $950,000 for the classroom expansion and gym renovations and $125,000 for chiller replacement.) This article requests the balance of the funds needed to complete the project.

GENERAL ARTICLES

ARTICLE 12: EXTINGUISH SEWER AND DRAIN EASEMENT/BROOKSIDE ROAD

To see if the town will vote to authorize the Board of Selectmen to extinguish a sewer and drain easement from Clarke Circle to Brookside Road, more fully described in an order of taking number 1958-1, dated April 8, 1958 and recorded at the Norfolk County Registry of Deeds in Registration Book 233, Page 17; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: In 1958, the Town established a sewer easement along the property line of 103 Brookside Road. In 1992, the Town established a new sewer easement but did not formally dissolve the original 1958 easement. Town Meeting action is required to extinguish the 1958 easement that is no longer needed by the Town.

ARTICLE 13: ACCEPT GRANT OF ACCESS EASEMENT/CARTWRIGHT ROAD

To see if the Town will vote to authorize the Selectmen to accept a grant of access easement by

Mary Stare Wilkinson and Bradford Wilkinson to the Town of Needham as shown on a plan entitled "Definitive Subdivision Plan, 260 and 267 Cartwright Road, a 2 Lot Single Family Residential Subdivision, Needham, Massachusetts" on file with the Planning Board; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: *As a condition of approval of the Cartwright Road Subdivision, the Planning Board required that the Developer grant the Town a grant of access easement. The access easement allows for passage by foot or vehicle over the private way, consistent with the manner in which streets are customarily used in the Town of Needham. Town Meeting approval of such easements is required in order for them to be effective.*

ARTICLE 14: EXTINGUISH A PORTION OF DRAIN EASEMENT/NICHOLS ROAD

To see if the Town will vote to authorize the Board of Selectmen to extinguish a portion of a 1937 Drain Easement at 56 Nichols Road from Nichols Road to the rear property line of 56 Nichols Road, more fully described in a Grant of Easement recorded at the Norfolk County Registry of Deeds in Book 2144 Page 459; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: *The property owner of 56 Nichols Road received permission from the Board of Selectmen to encroach on the existing drain easement in order to reconstruct a new home. In consideration of this approval, the property owner relocated the drain line, and the old line was abandoned and removed as part of the construction. Town Meeting action is required to extinguish the original drain easement that is no longer needed by the Town.*

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 15th day of August, 2017.

MARIANNE B. COOLEY, Chairman
DANIEL P. MATTHEWS, Vice Chairman
JOHN A. BULIAN, Clerk
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 10, 2018
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, TENTH DAY OF APRIL, 2018

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

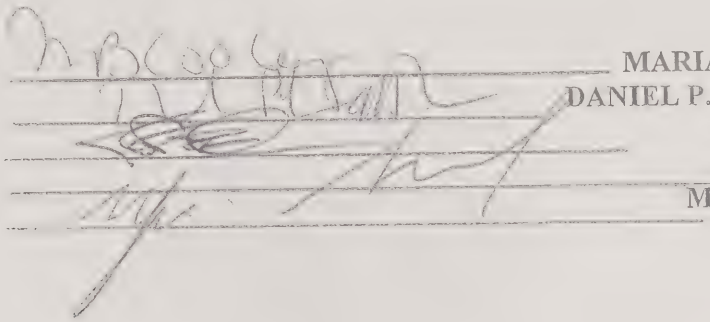
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years
One Town Meeting Member from Precinct I for Two Years;
Eight Town Meeting Members from Precinct J for Three Years.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 13th day of March 2018.



MARIANNE B. COOLEY, *Chair*
DANIEL P. MATTHEWS, *Vice Chair*
JOHN A. BULIAN, Clerk
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A true copy,
ATTEST _____ **2018**
Constable **(month) (day)**

TOWN OF NEEDHAM

SPECIAL TOWN MEETING WARRANT

MONDAY, MAY 14, 2018

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE FOURTEENTH DAY OF MAY, 2018

At 7:30 in the afternoon, then and there to act upon the following articles:

FINANCE ARTICLES

ARTICLE 1: APPROPRIATE FOR PROJECT MANAGEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $203,300 for the purpose of funding project management for various Town building construction projects, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Manager's recommended budget for FY2019 included the addition of a full-time project manager for the Public Facilities Department based on the number and complexity of design and construction projects in the planning stages and underway. After discussion, the Finance Committee recommended that two years of funding for this position be provided in a warrant article as a temporary measure to meet current demands.

ARTICLE 2: APPROPRIATE FOR BUILDING MAINTENANCE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a building maintenance study, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Last fall Town Meeting appropriated $50,000 to the Public Facilities expense budget to hire an outside consultant to review the Town's maintenance program for its public buildings. The Town was not able to secure a company to complete the work within the set time period and the allocated funding amount. This article will provide $100,000 (the $50,000 that was appropriated to the operating budget will not be spent and will be returned) and allows flexibility in timing (not restricted to one fiscal year) for the work to be done, reviewed, and presented. An outside assessment of the Town's practices and assumptions will assist the Town in planning and maintaining capital investment in its buildings to help ensure that expected life cycles and best practices are met.

ARTICLE 3: APPROPRIATE FOR PEDESTRIAN SAFETY INITIATIVE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a pedestrian safety audit and improvements, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will fund a pedestrian safety audit. A consultant will be hired to evaluate areas of concern that have been identified by the public and by Town officials, and to review existing infrastructure in high traffic pedestrian areas, business districts, and schools. The intent of the audit is to develop a list of projects in priority order for funding consideration, and will be used to help the Town access State funds for pedestrian safety improvements. Funding in this article may also be used for identified measures that can be implemented in the short term.

ARTICLE 4: AMEND THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund Budget adopted under Article 16 of the May 2017 Annual Town Meeting, and subsequently amended under Article 3 of the October 2, 2017 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,369,612	$1,401,612

said sum to be raised from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the current fiscal year operating budget by $32,000 for the Recycling Center and Transfer Station due to the higher cost of processing recyclables. There have been some significant changes in the recycling industry over past year that have had a negative impact on the RTS, both from a revenue and expense perspective. The market rates for corrugated cardboard, mixed paper, commingle containers, and single stream recycling have all become more expensive and/or generate less revenue. There have been several drivers which have made recycling more expensive, most notable is the regulatory change by China to reduce the amount of recyclables coming from outside of the country. China has been one of the largest importers of many types of recyclable materials. With China's actions to require higher quality materials, recyclers in the US and many other countries have an excess supply of materials with limited immediate options. Consequently, the value of the recycling materials has declined, and the cost to the Town has increased. However, even though recycling expenses have increased, recycling is still less costly than disposal.

CAPITAL ARTICLES

ARTICLE 5: APPROPRIATE FOR MITCHELL SCHOOL LOCKER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 for the purchase and installation of replacement lockers at the Mitchell School, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $51,450 be transferred from Article 20 of the November 2013 Special Town Meeting, and that $18,550 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The current lockers at the Mitchell School are in need of repair. They are not appropriately sized for the school age population at the Mitchell and are broken. This request is to replace the existing lockers with lockers that are better suited for elementary school children. The Mitchell School is not scheduled to be renovated for at least ten years and this appropriation would help to improve the appearance and functionality of the school. This project will allow each student to have his or her own locker.

ARTICLE 6: APPROPRIATE FOR MITCHELL SCHOOL MODULAR CLASSROOMS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $210,000 for engineering and design for modular classrooms at the Mitchell Elementary School, said sum to be spent under the direction of the Permanent Public Building Committee and Town Manager and raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: To prepare for the anticipated implementation of full-day kindergarten in September 2019, the Needham Public Schools commissioned a space study to determine how best to implement the new program, given the District's existing inventory of classroom spaces. Based on the results of that study, the School Committee recommends that two additional modular classrooms be erected at the Mitchell Elementary School. The modular classrooms would supplement the School's 22 existing classroom spaces to provide the 24 classroom spaces deemed necessary in the first year of full-day kindergarten.

ARTICLE 7: APPROPRIATE FOR HIGH SCHOOL EXPANSION CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $431,000 for the reconstruction and expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The October 2, 2017 Special Town Meeting appropriated $13,188,000 for the reconstruction and expansion of Needham High School. Due to unanticipated increases in the cost of materials and labor, the project needs an additional $431,000 to complete the scope of work. This request would provide the additional funds needed to complete the project scope.

ARTICLE 8: AUTHORIZATION FOR ACQUISITION OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46); or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article requests Town Meeting approval for purchase of the house and land at 43 Lincoln Street at a maximum price of $1,475,000. This purchase will complete a series of land acquisitions in connection with the proposed construction of a new Police and Fire Public Safety Facility at School and Chestnut Streets, and give the Town ownership of the entire block bordered by School Street, Chestnut Street, Lincoln Street, and the Chestnut/Lincoln Parking Lot.

This subject was previously before Town Meeting in October, 2017 as Article 7, which after discussion was referred back to the Board of Selectmen for further study.

Since October, the Board of Selectmen has engaged in further review and evaluation, public discussion and input, consultation with Town boards and committees, negotiations, and progress with the design and planning for the Public Safety project. The Board of Selectmen now presents this renewed request for approval of the purchase.

The recommended purchase price is substantially the same as presented in October (which at that time was $1,495,000). As part of the review process, the Board has confirmed that under current zoning and ZBA decisions affecting comparable properties, the property can be reconstructed to a three unit condominium. The Selectmen obtained a new independent appraisal that determined a fair market value of $1.3 million for the property. The Selectmen recommend payment of the negotiated purchase price above the $1.3 million amount as a necessary premium for what in this context is a one-of-a kind parcel.

Over the past several years, the Town has acquired other properties in this area in order to increase and improve municipal parking, and to allow for the expansion and reconstruction of the Public Safety Building. This final acquisition will both improve the design of the project and also avoid the need to eliminate parking currently dedicated for public use.

Town ownership of the property will improve vehicle circulation, operations, and perimeter security for the new facility, and overall parking in the downtown. The architectural and construction plan for the Public Safety building utilizes construction phasing that will allow contained use of the current Police and Fire stations until the Fire portion of the new station is complete, achieving significant savings.

Without the purchase of 43 Lincoln Street, the new building will be very close to the property line, with a net vehicular clearance of less than 15 feet. This impacts perimeter security, internal traffic circulation, and police vehicle access. Changing the design to materially increase the building distance from a

privately-owned 43 Lincoln Street to address these issues would require earlier demolition of the current Fire station and increase the overall project cost by more than the entire 43 Lincoln Street purchase price.

Acquisition of 43 Lincoln Street will provide necessary parking for the Public Safety facility and mitigate impact on exiting parking management issues in the area between Downtown and Needham Junction.

Peak overall parking demand already exceeds capacity throughout this zone, and is increasing. The lack of commuter rail parking in Downtown at present and insufficient commuter rail parking at the Junction contributes further to these parking issues. Businesses in the downtown must rely on permit parking for employees for this reason, and the permit parking system helps manage demand for spaces available to the general public.

The new public safety station requires more parking to accommodate Police and Fire employees and visitors than is currently available on the site. Without 43 Lincoln Street, the best option would be to utilize a portion of the Chestnut/Lincoln parking lot for public safety parking, resulting in a loss of 34 permit parking spaces. If the Town acquires 43 Lincoln Street, it will be possible to provide a net increase of 30 spaces in the public safety area, without any change to the Chestnut/Lincoln lot, thus continuing the 34 permit parking spaces and other public uses of the Chestnut/Lincoln lot as at present.

Town Meeting approval is required for the purchase; however, no appropriation is required, as the purchase would be paid from mitigation payments negotiated during the approval process for apartment housing in Needham Crossing now known as The Kendrick. Those funds, totaling $2,250,000, are earmarked for public safety equipment and facilities, and infiltration and inflow removal. This use is consistent with that agreement and using mitigation funds for this purpose reduces the total cost of the Public Safety project to the taxpayers.

The purchase will also allow the Town to achieve savings in the cost of the project by increasing available laydown and swing space, using the house as a construction office, and eliminating the need for a retaining wall and other elements that would be needed if 43 Lincoln Street remains in private ownership. These savings are estimated at $573,000, which exceeds the negotiated purchase premium.

The proposed purchase is a carefully considered recommendation to complete a multi-year land acquisition process. It will benefit the Town, lower costs within the Public Safety project, help address parking needs in the Downtown and Junction areas, and provide flexibility to the Town with long-term land use planning going forward.

ARTICLE 9: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Sewer System Rehabilitation Work	2007 ATM	45	$1,806,800	$59,139
Total				**$59,139**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

GENERAL ARTICLES

ARTICLE 10: AMEND GENERAL BY-LAW – DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the Town's General By-Laws by adding the following new section:

2.2.5.11 Aging Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Aging Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The Town Accountant shall establish the Aging Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Aging Services Programs Revolving Fund for costs related to educational, entertainment, and programmatic activities offered through the Department.

Fiscal Years The Aging Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: With passage of the Municipal Modernization Act, the Town must adopt a local by-law to establish revolving fund accounts typically established on an annual basis by Town Meeting. This by-law amendment establishes and authorizes a departmental revolving fund for use by Health and Human Service Department Aging Services division in connection with programs and activities that generate fees, charges for services, or other receipts to support all or some of the expenses of those programs and activities. The revolving funds will be governed by Massachusetts General Laws Chapter 44, Section 53E½. Town Meeting will vote on the spending limit associated with the revolving fund annually. The purpose of this revolving fund is to support a range of programs offered for Needham's seniors at the Center at the Heights. The programs cover an array of subjects and fall into categories including educational, entertainment, exercise, nutrition, mental health and wellness, and social.

Participants are charged a modest fee which covers the cost of the instructors' time and any required materials or supplies for the program.

ARTICLE 11: SET THE ANNUAL DEPARTMENT REVOLVING SPENDING LIMIT

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Aging Services Programs	Health and Human Services Department	$90,000

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the FY2019 spending limit for the proposed new Aging Services Programs revolving fund (the subject matter in the previous article).

ZONING ARTICLES

ARTICLE 12: AMEND ZONING BY-LAW – DIMENSIONAL AND USE REGULATIONS IN THE LOWER CHESTNUT STREET OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: "(e) Multi-Family Dwelling development with dwelling units on the ground floor."

(b) By replacing Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, so that the entire section shall read now as follows:

"The following lot area, frontage, and setback requirements shall apply to development in the Lower Chestnut Street Overlay District:

(a) Minimum Lot Area: 15,000 square feet. For buildings with a residential component, the Planning Board may grant a Special Permit to waive the minimum lot area requirement by finding that the proposed density creates a beneficial living environment for residents, does not adversely affect the traffic on roads in the vicinity, and better achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with these standards.

(b) Minimum Lot Frontage: 50 feet. For Non-Multi-Family Dwelling-Only Developments, a minimum of 75 percent (75%) of the frontage of the lot facing a public way shall contain a building or buildings, the first floor façade of which is set back between zero (0) and ten (10)

feet from the lot line. The Planning Board may grant a Special Permit to waive the foregoing frontage requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(d) Maximum Front Setback. 150 feet from the front property line. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:

(1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.

(2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.

(3) The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:

(1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.

(2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.

The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District."

(c) By replacing Section 3.9.4.2, Building Height Requirements, so that the entire section shall read now as follows:

"Buildings in the Lower Chestnut Street Overlay District shall be a minimum of two (2) stories. The maximum building height in the Lower Chestnut Street Overlay District shall be four stories and forty-eight (48) feet as of right. The Planning Board may grant a Special Permit to allow a maximum building height of six (6) stories and eighty (80) feet by finding that the proposed structure is compatible in visual scale to its surroundings, does not adversely affect its surroundings by creating shadows or blocking views, and advances the purposes of the Lower Chestnut Street Overlay District.

Buildings in the Lower Chestnut Street Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Section 4.4.3."

(d) By replacing Section 3.9.4.3, Building Bulk and Other Requirements, so that the entire section shall now read as follows:

"The maximum floor area ratio in the Lower Chestnut Street Overlay District shall be as set forth below:

(1) For two-story buildings, the maximum floor area ratio shall be 0.7

(2) For three-story buildings, the maximum floor area ratio shall be 1.0.

(3) For four-story buildings, the maximum floor area ratio shall be 1.5.

(4) For buildings five stories and above, the maximum floor area ratio shall be 2.0."

(e) Amend Section 3.9.5, Off-Street Parking, by:

Adding a new subsection (a)(3), which shall read as follows:

"(a)(3) For dwelling units in a Multi-Family Dwelling-only development, the minimum number of off-street parking spaces shall be one space per bedroom."; and

By replacing Section 3.9.5(b), so that the entire subsection shall now read as follows:

"In addition to the requirement for bicycle racks under Section 5.1.3(n) for a mixed use building, mixed-use development, or a Multi-Family Dwelling-only development, bicycle racks facilitating locking shall be provided to accommodate one bicycle for every two (2) dwelling units."

(f) By replacing Section 3.9.6, Affordable Housing, so that the entire section shall now read as follows:

"Mixed-use buildings, mixed-use developments, and Multi-Family Dwelling-only developments with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of the By-Law. The following requirements shall apply to a development that includes affordable units:

(a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.

(b) All other requirements of Section 3.8.6 shall apply."

(g) By adding a new Section 3.9.9, Drive Aisle Requirements, which shall read as follows:

"Notwithstanding the provisions of Section 5.1.3(i), within the Lower Chestnut Street Overlay District, the minimum width of aisles within parking areas providing access to parking spaces for one-way traffic for a Multi-Family-only Dwelling shall be 20 feet, with a 25-foot turning radius throughout in order to accommodate fire truck movements."

(h) By adding a new Section 3.9.10, Transparency and Entrances, which shall read as follows:

"Commercial uses in the Lower Chestnut Street Overlay District must meet the requirements set forth in this Section 3.9.10. The Planning Board may grant a Special Permit to waive these requirements by finding the proposed design better enables appropriate use of the site, supports pedestrian vitality, and achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with the following requirements.

(1) There shall be at least one entrance every fifty (50) feet of building frontage facing a public way.

(2) A minimum of sixty percent (60%) of the street-facing building height above the façade between two (2) feet and eight (8) feet in height above the street-level floor must consist of clear windows that allow views of indoor space or display areas.

(3) Display windows used to satisfy these requirements shall be changed and maintained to create an active window display; any illumination of the display shall be internal to the building."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Planning Board seeks to rezone the Lower Chestnut Street Overlay District. The Planning Board's intention is to modify the zoning in this district in a way that will encourage re-development of Lower Chestnut Street, between Great Plain Avenue and the railroad tracks, into a

pedestrian friendly New England village with multi-use development. Multi-use would include retail, restaurants, offices and residential buildings.

Specifically, this proposal seeks to expand the use in the Lower Chestnut Street Overlay District to allow multi-family dwelling units by special permit. It also establishes waivers to dimensional requirements. The Lot Area, Frontage and Setback Requirements would change by allowing the Planning Board to waive minimum lot area, minimum front setback, minimum lot frontage, and maximum front setbacks. In addition, this article allows for multi-family dwelling buildings only a 5 foot setback on lots abutting residential districts and the MBTA right-of-way. This article also proposes to increase the current foundational height requirements to an as-of-right 4 stories and 48 feet in height. It further allows the Planning Board to grant a special permit for height of up to 6 stories and 80 feet. This article allows for an increased FAR depending on the number of stories as-of-right instead of by special permit. Lastly, this article allows for multi-family dwelling only to have a minimum of one off-street parking space requirement per bedroom by right.

ARTICLE 13: AMEND ZONING BY-LAW – MAP CHANGE TO LOWER CHESTNUT STREET OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located directly to the south and the west of Parcel 6 as shown on Needham Assessor's Map No. 45 known as 433 Chestnut Street and bounded and described as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 1 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most northeasterly corner of Parcel 1 opposite station 473+05.40 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; SOUTHWESTERLY by a curve to the right having a radius of 2900.93 feet and a length of 875.40 feet to a point, said course being in part by land now or formerly of Castanea Dentata, LLC, thence turning and running; N 55° 58' 21" W 83.00 feet to a point, thence turning and running; NORTHEASTERLY by a curve to the left having a radius of 2817.93 feet and a length of 850.35 feet a point, said course being by the existing northwesterly boundary of the Massachusetts Bay Transportation Authority, thence turning and running; S 73° 15' 44" E 83.00 feet to the point of beginning. Containing 71,619 square feet more or less, or 1.644 acres, more or less.

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve to the left having a radius of 2900.93 feet and a length of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10

feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve to the left having a radius of 2900.13 feet and a length of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less, or 1.232 acres, more or less.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Lower Chestnut Street Overlay District. Portions of both parcel 051-084 and the MBTA right-of-way shown on Assessors' Plan Number 45 are affected by this rezoning. The subject land is owned by the Massachusetts Bay Transportation Authority and is located within the Single Residence B zoning district. A total area of 2.876 acres, more or less, would be affected by this map revision.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 11th day of April, 2018.

Daniel P. Matthews, Chair
John A. Bulian, Vice Chair
Maurice P. Handel, Clerk
Matthew D. Borrelli, Member
Marianne B. Cooley, Member

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

TOWN OF NEEDHAM

2018 ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 10, 2018

Business meeting: Monday, May 7, 2018

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to Annual Town Meeting.

2018 Annual Town Meeting Warrant
Table of Contents

PAGE

Finance Committee Fiscal Year 2019 Budget Recommendations 1

2019 Annual Town Meeting Warrant Index 12

Summary of Revenue FY2017 – FY2019 General Fund Only 14

Summary of Expenditures FY2017 – FY2019 General Fund Only 15

FY2019 General Fund Budget Recommendations – Submitted by Finance Committee 17

Reserve Fund Transfers 76

General Government Salary & Staffing Schedule 77

School Department Salary & Staffing Schedule 83

Debt Service – Schedule of Authorized & Issued ..... Appendix A

Open and Authorized Projects and Proposed Projects Financed by Debt ..... Appendix B

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March 15, 2018

Fellow Town Meeting Members,

The Finance Committee is pleased to present its 107th Annual Report to Town Meeting and recommended operating budget for Fiscal Year 2019. Needham is currently in a position of fiscal strength. Several recent years of extraordinary growth have enabled the Town to reserve funds for several significant upcoming needs. Revenues continue to grow, albeit at a more moderate rate, due to new development and an expanded tax base. Budgetary expenses are increasing as well, but are carefully managed. As you will see, however, we urge caution, going forward.

The Town continues to make progress in implementing the Facilities Master Plan. The Rosemary Pool Complex is scheduled to open this summer. Construction of the new Sunita Williams Elementary School is well underway, looking to a fall 2019 opening. The designs for the new Public Safety headquarters and the renovation of Fire Station #2 are finishing up, as well as for the new Public Works storage facility. Construction is about to commence on the High School expansion project. This warrant seeks funding for construction of an upgraded Memorial Park Building, as well as for a feasibility study to determine the next step to address deficiencies at the School Administration's Emery Grover building.

The Town must continue its careful financial planning to be able to afford these significant projects, and the associated increases in operating costs while being mindful of the tax burden on residents. The Town is planning to expand services significantly to meet increased needs occasioned by new growth. The Town Administrators and the various boards and committees are working closely with the School Department to implement a new Full Day Kindergarten program and with the Public Safety departments to increase staffing in a way that meets the demands within budgetary constraints. The Town must also continue to maintain and update current facilities and services. The Finance Committee remains committed to addressing the growing needs of the Town without unduly burdening the taxpayers. The Town will need to take on additional debt to finance some of these projects, including debt exclusion financing that must be approved by the voters.

As we have noted previously, certain operating costs continue to outpace revenue growth, particularly health insurance costs and certain special education expenses. Both Town and School administrators have taken positive steps to restrain the growth of costs in these areas. The Town continues to consider myriad health insurance options for future years. The School Department continues to implement and expand "in-house" Special Education programs that meet the needs of students that might otherwise need to seek services outside of the district at a higher cost. The Finance Committee is confident that the recommended budget is reasonable and meets all critical needs of the Town, while exercising fiscal restraint and working to prepare for future expanding needs.

This letter has two sections. In the "Overview" section we take a macro look at the amounts available for General Fund appropriation as well as the main drivers of the proposed increase in the Operating Budget. This section of the letter closes with an expression of the Committee's

concerns looking forward. The second section of the letter looks at the changes in the individual segments of the Operating Budget.

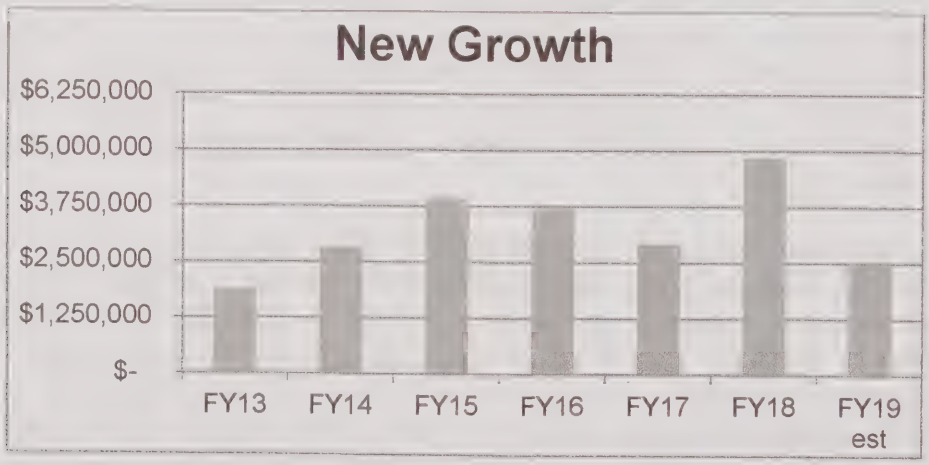
I. Budgetary Overview

A. Amount Available for General Fund Appropriation.

The amount available for General Fund Appropriation in the FY 2019 budget ($180.1M) is $11.2M, or 6.6%, greater than the corresponding amount available for the FY 2018 budget. The primary drivers of this growth are an increase of approximately $9.0M in property taxes and a projected increase of $1.1M in Free Cash. The components of the property tax increase are as follows:

Increase in Base over 2018 tax levy limit	$1.3M
2 1/2% allowable increase	$3.2M
New Growth	$2.5M
Excluded debt	$2.0M

New growth results primarily from increases in assessed property values due to new development in both the residential and commercial sectors. The latter element, which has been particularly strong in recent years (Tripadvisor, Homewood Suites, and NBC Universal) is, by its very nature, sporadic, and not something that can be expected to grow, year over year. The following chart shows, not only the variability in the levels of new growth, but shows that it has been declining, in absolute terms.



Thus 50% of the components of the growth in the amounts available for General Fund appropriation in FY 2019 (new growth and excluded debt) are not elements which should be relied upon for purposes of setting the Operating Budget. In fact, the property taxes collected for excluded debt are revenue neutral to the Town as they constitute a temporary increase in taxes which are raised only in the amount needed to finance a capital expenditure approved by a voter referendum.

B. Allocation of amounts available for General Fund Appropriation

Operating Budget	$162.7M
Cash Capital (including individual articles)	$10.4M
Financial warrant articles	$1.0M
Transfer to Enterprise Funds (RTS and drains)	$2.0M
Reserve/stabilization funds	$4.0M
Total	$180.1M

C. Operating Budget

The amount allocated to the Operating Budget ($162.7M) is $9.5M, or 6.2%, greater than the Operating Budget for FY2018. The primary drivers of this increase are:

Townwide Expenses	Up $5.0M, or 10.7%
Education	Up $2.9M, or 4.1%

The increase in Townwide expenses is largely attributable to Debt Service, which is up by $2.3M, or 18.5%, and Employee Benefit costs, which include benefits and retirement plans for both current employees and retirees, and which are up by $2.1M, or 8.0%. While the increase in Education is, on its face, a large number, it constitutes an increase of only 4.1%, significantly less than the 6.2% increase in the Operating Budget as a whole.

D. Finance Committee Perspective

The "wind has been at our backs" for several years now, driven both by a strengthening overall economy and by a very healthy local economy, spurred by and contributing to growth in property values. Notwithstanding this, we believe that it is imperative that Needham be diligent in controlling the growth in its Operating Budget. At this point in time, no one can predict the impact which the provisions of the new tax law limiting the deductibility of State and Local Taxes (SALT) will have on property values and on municipal finance. Moreover, it may act as a practical constraint on the Town's ability to fully implement a 2 1/2% tax increase, year over year. In addition, it is not clear if changes in the federal budget could impact the ability of our state government to provide aid to the municipalities of the Commonwealth. The FY 2019 budget assumes that Needham will receive just under $12M in state aid, or 6.6% of our total revenue. Needham also benefits from various federal grants and from contributions from private citizens. At the margin, a material change in these amounts of external revenue could be a significant constraint on our ability to grow the Operating Budget. Another factor to be considered in connection with the Operating Budget going forward is the major capital growth that we have experienced and which is contemplated in the capital plan. As noted earlier, the amount of debt service is growing. An expanded capital base may drive an increase in maintenance costs, and most certainly will require an increase in the stabilization funds which

we have established to cushion against future budget shocks. While the funding for various projects contemplated by our Capital Facilities Master Plan has not yet been proposed, let alone approved, the projected costs of such projects, if approved, would drive an increase in our Total Debt Service from $18.1M for FY 2019 to $23.8MM in FY 2023.

	FY18	FY19	FY20	FY21	FY22	FY23
Total Debt Service	$15.8M	$18.1M	$20.5M	$22.7M	$23.9M	$23.8M
Total Debt Service to Total Revenue	9.2%	10.0%	10.9%	11.5%	11.6%	11.2%
Total Debt Service to Total Revenue (less MSBA)	8.8%	9.7%	10.6%	11.2%	11.3%	10.9%
General Debt Service to General Revenue	3.0%	3.0%	3.4%	3.6%	3.3%	2.9%

The Town has benefitted from low interest rates and a strong demand for municipal bonds in recent years. It is not a given that these conditions will persist.

Given these factors, continued discipline is called for with respect to our Operating Budget. From a macro viewpoint, some 75% of the Operating Budget involves personnel costs, both compensation and benefits. (Another 10% is for debt service, leaving 15% for everything else.) Given that the Town is in a "service business," this is not surprising. Moreover, we can assure Town Meeting that managing headcount is a major focus of Town government and the Finance Committee in the budget deliberations. Nonetheless, staffing additions continue, year over year, to meet certain needs. To that end, we encourage both the Town government and, more importantly, its citizenry, to be alert to and accepting of the potential for substituting delivery of services through technological rather than human sources.

II. Examination of Components of Proposed FY 2019 General Fund Operating Budget

This section addresses the details of the Finance Committee's recommended General Fund operating budget for FY 2019. The total recommended operating budget for FY 2019 is $162,720,589, an increase of $9.5M, or 6.2%, over the current FY 2018 operating budget. Please note, for FY 2019 the Town has is diverting some incremental recurring funds from the operating budget into "one time" uses in order to have funds available for known future increases in operating needs, rather than commit those funds to an expansion of the current operating budget. This was also done in the FY 2018 budgeting process. These steps are being taken specifically to have funds to cover known upcoming operating needs and to avoid the need to seek an override under Proposition 2 1/2 that would create an additional tax burden on residents. The School Department plans to institute a full-day kindergarten program that will require an increase in the operating budget, likely in FY 2020. In addition, the Town plans to increase staffing in both the Police and Fire Departments to improve service and keep up with the additional pressure placed on these departments due to expanded development in Needham Crossing. We are recommending one additional Police Officer in the FY 2019 budget, and plan

to consider additional officers in upcoming years. The Fire Department plans to add an ambulance with additional staffing once the new facilities are available. The Finance Committee remains committed to the principle that each new position should be carefully deliberated before being added to the operating budget.

A. Townwide Expenses

Townwide expenses are costs that are incurred by the Town or that apply across many or all departments. Townwide expenses are increasing 10.7% in the FY 2019 budget recommendation. The primary driver of the increase is a significant increase in debt service payments. Other notable increases include OPEB, Retirement Assessments, and Classification, Performance and Settlements.

The Casual, Liability, Property and Self-Insurance line item accounts for the insurance coverage that the Town receives through the Massachusetts Inter-local Insurance Agency (MIIA) for buildings, vehicles, property damage, and liability, as well as a small contingency for non-covered claims. This line item is increasing by 3.4% in FY 2019, to cover premiums for the Town's growing inventory of facilities and equipment.

The Debt Service budget line is increasing significantly in FY 2019, on top of a large increase last year. Prior to that, Debt Service had decreased for three consecutive years. These fluctuations are due to the borrowing schedules for the Town's significant capital projects. This line item covers payments for outstanding debt obligations for excluded debt, Community Preservation Act debt, and debt within the levy. The FY 2019 Debt Service line is increasing by 18.5%, or over $2.3 million. This substantial increase is primarily attributable to increased debt payments for the construction of the Sunita Williams elementary school. It does not include any new borrowing that may be approved at this Town Meeting.

The Employee Benefits line (known as Group Insurance, Employee Benefits and Administrative Costs) is increasing by 5.7%, or $827,274. This line also increases when the Town increases staffing, and includes increases for added benefit eligible positions in FY 2019. The Employee Benefits budget assumes a 7.5% increase in health insurance premium costs for FY 2019. The Town continues to evaluate different options for health insurance in order to keep health premium increases as sustainable as possible. This line is expected to increase in the coming years as medical cost inflation continues to increase, and with the significant increases in staff that are planned for the start of full-day kindergarten in the School Department, and in both the Police and Fire Departments.

The Needham Electric Light and Gas Program covers the costs relating to electricity and natural gas usage, the costs of maintenance and repair of street lights, and the costs of producing solar electricity that is sold to the grid. This line has a small increase of 0.8%, or $28,219, in FY 2019. This year's increase includes additional costs for the new Rosemary Pool Complex and the High School addition, which are being offset by a reduction in the cost of natural gas. Also, these costs are mitigated by revenue received from the solar electricity project which is generated both by lease payments for property use, and by the sale of electricity generated by the solar array.

In the FY 2019 budget, Retirement Assessments are increasing by 8.2%, or $602,205. This line item covers pensions for retirees as well as unfunded pension liability. The Retirement Board

reduced the assumed rate of return for pension assets from 7.75% to 7.50% for FY 2019, following a similar reduction two years ago with respect to the Retiree Insurance and Insurance Liability Fund. These reductions parallel actions taken by many other private and municipal entities. Given the reduction in the assumed rate of return, the funding schedule in the most recent actuarial analysis requires these increases to the Town's annual contribution. Making these increased contributions now, avoids the need of making substantially greater contributions at a later date when the shortfall in investment return has become manifest. In this regard, the Town expects to make further reductions in the assumed rate of return on a gradual basis over the next several years, in order to avoid the possibility of a major funding gap in these accounts.

The Retiree Insurance and Insurance Liability Fund line is increasing by 12.9%, or $791,250. The program, also known as "OPEB" (other post-employment benefits), funds benefits other than pensions, such as health insurance, that are provided to eligible retirees. As noted, the assumed rate of return for OPEB funds was reduced from 7.75% to 7.5% in the FY 2018 budget, which necessitated a budget increase to keep up with the funding schedule. The FY 2019 OPEB budget is based on a 2016 actuarial analysis that is currently being updated.

The Classification, Performance, and Settlements line item serves as a reserve for personnel-related needs during the fiscal year, including performance-based salary increases for managers, or increases resulting from new collective bargaining agreements. This line item is budgeted at $527,090, approximately double the amount budgeted for FY2018. As of this writing, the collective bargaining agreements for the Needham Independent Public Employee Association/DPW, the Independent Town Workers' Association, and the Building Custodians and Trades Independent Association have not yet reached agreements with the Town for FY 2019. Therefore, the FY 2019 departmental budgets do not include funding for salary increases for positions covered by those the unions.

The Reserve Fund provides funds that may be used for extraordinary or unforeseen budget needs that arise during the fiscal year. In the past, the Reserve Fund has been used to fund expenses such as unexpected legal costs or costs associated with extraordinary snow and ice removal. This year the recommended Reserve Fund appropriation is $1,859,891, an increase of 2.6% over the FY 2017 budget. The Finance Committee expects that this funding level is sufficient to protect the Town from budgetary overages, without tying up funds unnecessarily.

B. Municipal Departments (excluding Education)

The Municipal Departments category includes 18 different budgets encompassing operational departments, boards and committees, as well as the municipal parking program. This report groups the Municipal Departments by functions. It is important to note that these budget lines do not include salary or wage increases for employees whose positions are covered by the unions which have not yet reached agreements with the Town, specifically: the Needham Independent Public Employee Association/DPW, the Independent Town Workers' Association, and the Building Custodians and Trades Independent Association, primarily impacting the DPW and Enterprise Fund budgets. If any departments need additional funding for related salary increases in FY 2019, funds will be transferred from the Classification, Performance and Settlements line in Townwide Expenses.

General Government

The FY 2019 proposed budget for all General Government departments is 5.8% higher than the FY 2018 budget. The Board of Selectmen/Town Manager budget line item is increasing by 3.3%. This increase includes funding for the additional assessment protocols used in the hiring process for public safety employees. The budget includes the expenses for classification and compensation studies that were previously in a separate budget for the Personnel Board. The Town Clerk and Board of Registrar's budget is increasing by 13.3% due to election-related wages and expenses. In FY 2019 the Town will conduct three scheduled elections, including a federal election with early voting, compared to one scheduled election in FY 2018.

The Finance Department budget includes a 7.0% increase. This budget funds a new Administrative Analyst position which will assist with reconciliation work and help the department meet increasing demands from state and federal agencies, as well as Town departments, boards, and residents. The Finance Committee budget includes a 2.3% increase in salary and expenses. The Planning and Community Development budget is increasing by 2.6%, which includes funding for a part-time Recording Secretary position for the Conservation Commission. The Town Counsel's budget remains flat for FY 2019.

Public Safety

The Public Safety category, which includes the Police, Fire, and Building Departments, has a combined increase of 2.9% in the FY 2019 budget. The Police Department budget is increasing 3.0%. The Police Department capital expenses line is decreasing, since the vehicle replacement schedule included an additional vehicle in FY 2018. The Police Department FY 2019 budget salary line includes funding for an additional Police Officer to help address growing service needs. The department intends to establish a Community Support Officer position that will focus on sensitive cases that require follow-up with members of the community and thereby avoiding the need to take an officer off patrol. In accordance with a staffing study, the Police Department plans for one additional officer in FY 2020, and two additional officers in FY 2021.

The Fire Department budget is increasing by 2.9% in FY 2019, reflecting increases in salaries and expenses, and a decrease in capital expenses. The FY 2019 budget includes funding for additional equipment to improve mobile communications, as well as a new CPR assist device for use in ambulances. The budget does not include additional funding requested for expanding hours for community service work, as the requested budget should cover that work as needed. The Fire Department has reiterated that it expects to request a significant staffing increase when the new headquarters and Fire Station #2 are completed. As noted above, increases in staffing in both the Police and Fire Departments will affect not only the operating budgets of those departments, but will also increase costs of employee benefits in Townwide Expenses.

The FY 2019 budget for the Building Department is increasing 1.5%. The Finance Committee is recommending an increase in expenses to fund an electronic scanner for large building documents that will ultimately save space and make documents more easily accessible.

Public Facilities and Public Works

Since many of the functions historically performed by the Public Facilities Department have been transferred to the Department of Public Works (DPW), looking at these departments on a

consolidated basis gives the best picture of the overall increase in the operating costs of these departments. The total combined budget for the Public Facilities Department and the DPW is increasing by 3.7%. This increase does not reflect whatever wage increases may be agreed upon between the Town and the representatives of the Building Custodians and Trades Independent Association (BCIA) and the Needham Independent Public Employee Association (NIPEA)/DPW. As noted previously, provision for such increases are reflected in the Classification, Performance and Settlements line under Townwide Expenses.

The Public Facilities Design and Construction budget for FY 2019 appears as a 92.4% decrease compared to the FY 2018 budget. The FY 2018 budget included two divisions, Construction and Operations, under one Public Facilities umbrella. The FY 2019 budget retains only one of those divisions, called Public Facilities Design and Construction. Looking at just these design and construction costs, there is a slight decrease of 0.5% from FY 2018 to FY 2019. Notably, the Public Facilities Design and Construction budget includes the full salaries of Project Managers, which can often be charged, at least partially, to the budgets of the projects that they manage. Any remaining funds in the department budget at the end of the year are turned back to the Town. There had been a request to add an additional Project Manager position because of the multiple construction projects both currently under way and planned over the next several years. The Finance Committee viewed the need for this position as a temporary consideration, so is proposing that this position be funded for a two-year period through a separate warrant article, rather than through a staff increase in the Operating Budget.

The Public Facilities Operations division, with 49 FTEs performing building repairs and maintenance work, was shifted into the FY 2019 Department of Public Works budget as the new Building Maintenance Division, which includes some new positions. Because of this transfer, the FY 2019 budget for the Department of Public Works shows an increase of 115.4% compared to FY 2018. The FY 2019 budget for the DPW building repair and maintenance functions is increasing only 0.8% compared to those costs in the FY 2018 Public Facilities Operations division. That budget includes three additional staff: one tradesperson and two custodians to meet the increased workload with the new Rosemary Complex and the High School expansion. As mentioned, this low increase reflects the fact that there is not yet a settled agreement between the Town and the union representing custodians and trades workers. The remainder of the Public Works budget is increasing 7.8%, due to the addition of a Compliance Coordinator to manage regulatory requirements, as well as increased expenses for inspectional services, field and park maintenance and minor improvements, as well as additional street sweeping.

Community Services

The Community Services section of the budget constitutes only 2.7% of the overall operating budget, but the seven Community Service departments provide important services to residents and businesses throughout the community and receive substantial funding from fees, grants, and donations, as well as support from volunteer services. This group of budgets is increasing by 10.8% overall, driven mainly by the resumption of staffing costs for the new Rosemary Pool, costs which were suspended while the pool was closed for the summer in FY 2018.

The Health Department, Emergency Management Program, Council on the Aging, Youth Commission, and Veteran Services divisions all comprise the Health and Human Services (HHS) Department budget. The HHS budget is increasing 9.3% in FY 2019. The FY 2019 budget

includes the annual salary for the part-time Emergency Management Program Coordinator which had been funded on a two-year trial basis via a warrant article in 2016. There have been great improvements in emergency preparedness, and it is important that the position continue as a regular part of the operating budget. The position was not expanded to full-time, however, as there is a clear plan to continue the progress without the need to increase staffing levels. The Finance Committee is recommending a modest increase in expenses for the Emergency Management Program. The budget includes funding for a Recording Secretary for the Youth Commission and the Council on Aging, as there is no current position that is responsible for those that function. The requests for a Director of Public Health and an Administrative Analyst were not included in the FY 2019 budget as there was not sufficient need for the additional staff at this time. The HHS expense budget was increased to provide additional funding for certain Aging Services needs, including a space assessment at the Center at the Heights, and for additional mental health clinical services in Youth Services.

The Library budget is increasing 5.7% for FY 2019. The budget includes funding for additional hours for a Children's Librarian, a priority of the Library Trustees. Based on the high utilization by residents, funding for expanded Sunday hours for the Library was also included in the operating budget as part of an effort to gradually transition needs that are critical to the mission of the library to the operating budget rather than to continue to rely on external funding. Requests for additional expenses for a wireless internet service, book and DVD downloading subscriptions, and an online reference database, as well as the salary of a part-time position for packing and unpacking deliveries will continue to be funded through the State Aid account in FY 2019. A request for funding the salary of an additional Reference Librarian was deferred.

The Park and Recreation Department line is increasing by 35.0% in the FY 2019 budget, due to the staffing needed for the anticipated opening of the Rosemary Pool Complex in 2018. This increase follows a significant reduction in the FY 2018 budget due to the closing of the Rosemary Pool during the summer of 2017. The Park and Recreation Commission has reviewed the fee structure for the pool in an effort to increase revenue in light of increased operating expenses, and is considering the fees for the use of the rooms in the buildings. Expenses for the Park and Recreation Department are decreasing due to decreased maintenance costs for the new pool, and for playground surfacing and maintenance.

The Municipal Parking budget is increasing by 2.4% due to an increase in the contracted cost for lot maintenance. The budgets for the Commission on Disabilities, the Historical Commission and Memorial Park Trustees are level-funded for FY 2019.

C. Education

The recommended FY 2019 budget for public education, including the operating budget for the Needham Public Schools, and the Minuteman Regional School Assessment, budget is $72,020,179, an increase of 4.1%. The Minuteman Regional High School's estimated assessment for FY 2019 is $914,236. The assessment is increasing 13.4% in FY 2019 and is expected to continue to increase in the coming years as the Minuteman District has begun borrowing to fund new capital building project, the costs of which will be apportioned among member towns in accordance with the District Agreement.

The FY 2019 budget for the Needham Public Schools totals $71,105,943 and represents almost 44% of the total operating budget. [Note: This figure does not include the costs of health insurance for School Department personnel, which are carried under Townwide Expenses.] The Finance Committee's recommended budget for the School Department in FY 2019 includes an increase of $2,755,860, or 4.0%, and fully funds the School Committee's voted budget. For the second year, the School Department has moderated its budget increase in FY 2019 in order to allow the Town to set aside some recurring operating funds in preparation for the start of the full-day kindergarten program. In FY 2018, Town Meeting appropriated recurring funds attributable to new growth which came on stream that year to the Debt Service Stabilization Fund with the expectation that in a future year, this on-going revenue stream could be channeled back to the operating budget to help fund this new program. (The DSS Fund will also help fund a temporary bubble in debt service payments that the Town expects to see during the height of the payments for the capital projects in the facilities master plan.) The School Department and School Committee have indicated that it remains a top priority to be ready to fund the additional operating costs that will be needed to launch and sustain the long-planned full-day kindergarten program, expected in fall of 2019 (FY 2020.) The School Department budget also includes contractual increases needed to achieve level services for FY 2019, including additional staffing needed to address growth in enrollment and higher special education costs caused by both increasing needs and possible decreased outside funding. The FY 2019 budget also includes some modest improvements such as an additional bus to decrease the current wait-list, and adding a late bus from the High School to allow more students to access after school help and extra-curricular programs.

The Finance Committee commends the progress made to address escalating costs in transportation and special education. Several new programs have successfully strengthened and broadened special education programs, allowing more needs to be met within the district, which ultimately saves on out-of-district tuitions. The School Department convened a transportation study group to assess the costs of school transportation and recommend steps for containing costs without overburdening families who pay bus fees, while serving more students. This budget includes one additional yellow bus as recommended by the study group, deferring a second bus that may be needed to address the existing demand and alleviate the wait list. Next year, we expect to see a request for an additional $1.5-$2 million in School Department operating costs to fund the new full-day kindergarten program in addition to any increases that will be needed for contractual increases and other additional needs.

Closing Comments

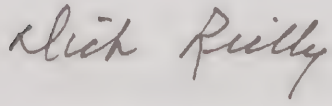
The Finance Committee is confident that the FY 2019 budget recommendation reflects the priorities of the Town and provides the resources needed to maintain the same high level of Town wide services to local residents and businesses. The budget shows the fiscal restraint and careful planning needed to address not only the needs of FY 2019, but to prepare for upcoming demands. This will prove particularly important as the Town initiates a number of significant capital facilities projects which will require increases in both capital and operating costs. It is critical that the Town continues to carefully consider not only the benefit of each capital project, but also the effects on the Town's overall debt capacity, the long-term implications to the operating budget, and the burden on individual taxpayers. The Debt Service Stabilization Fund will help the Town manage its debt payments in the few years when the Town would otherwise

not be able to keep costs within the debt policy. The Town has used the DSS Fund as a repository for recurring funds from the revenue stream rather than committing those amounts to fund higher increases in the operating budgets for both the Town side and the Schools in FY 2018 and FY 2019. The Town plans to channel these recurring funds into the operating budget at the appropriate times to fund the significant increases in the operating budget that will be generated by the implementation of full-day kindergarten and to expand the staffing in the Fire and Police departments to meet growing needs attributable to the expansion at the Needham Crossing. The continually expanding residential, commercial and other development throughout Town has led to rising demands for increased services, but has also increased the fee revenue and the tax base. The Finance Committee looks forward to working closely with the other Town Boards and Committees as well as Town and School administrators during this process.

The Finance Committee appreciates the hard and excellent work of Town and School Administration, the Directors of Finance for the Town and Schools, and the department heads and managers who all worked closely with the Finance Committee throughout the budgeting process. The Finance Committee greatly values the creative and constructive approaches often presented to address competing operational needs. The Finance Committee would also like to recognize the residents who dedicate their time and effort to serving our community through elected and appointed positions. We could not accomplish our mission effectively without their generous assistance and support.

Finally, I would also like to thank each member of the Finance Committee for their dedication and meticulous work examining and prioritizing financial issues, balancing the budget, and reviewing the Town's capital plans and investments. It has been a privilege and a pleasure to serve with such dedicated and talented people as we strive to achieve the best for the Town and its residents.

Respectfully submitted on behalf of the Finance Committee,



Richard Reilly, Chair

Committee Members:

Barry J. Coffman, Vice Chair
John Connelly
Thomas M. Jacob
Kenneth J. Lavery
Joshua W. Levy
Richard Lunetta
Louise L.E. Miller
Carol Smith-Fachetti
Louise Mizgerd, Analyst

Article	Description	Inserted By	Page
1	Annual Town Election		21
2	Committee And Officer Reports		22
	HUMAN RESOURCE ARTICLES		
3	Establish Elected Officials' Salaries	Personnel Board	22
4	Fund Collective Bargaining Agreement – Needham Independent Public Employee Association / DPW	Board of Selectmen	23
5	Fund Collective Bargaining Agreement – Independent Town Workers' Association	Board of Selectmen	23
6	Fund Collective Bargaining Agreement – Building Custodian/Trades Independent Association	Board of Selectmen	24
	FINANCE ARTICLES		
7	Accept Chapter 73, Section 4 of the Acts of 1986	Board of Selectmen	24
8	Appropriate for Needham Property Tax Assistance Program	Board of Selectmen	24
9	Appropriate for Senior Corps	Board of Selectmen	25
10	Appropriate for Town-Owned Land Surveys	Board of Selectmen	25
11	Appropriate for Public Facilities Maintenance Program	Board of Selectmen	25
12	Appropriate for Time Clock System	Board of Selectmen	26
13	Appropriate for Long Range Plan	Board of Selectmen	26
14	Appropriate for RTS Efficiency Study	Board of Selectmen	27
15	Appropriate for Water Meter Data Collection	Board of Selectmen	27
16	Appropriate the FY2019 Operating Budget	Finance Committee	28
17	Appropriate the FY2019 RTS Enterprise Fund Budget	Board of Selectmen & Finance Committee	28
18	Appropriate the FY2019 Sewer Enterprise Fund Budget	Board of Selectmen & Finance Committee	29
19	Appropriate the FY2019 Water Enterprise Fund Budget	Board of Selectmen & Finance Committee	32
20	Amend General By-Law – Department Revolving Funds	Board of Selectmen	34
21	Set the Annual Department Revolving Fund Spending Limits	Board of Selectmen	34
22	Authorization to Expend State Funds for Public Ways	Board of Selectmen	35
	ZONING / LAND USE ARTICLES		
23	Amend Zoning By-Law – Permitted Uses in the Neighborhood Business District	Planning Board	35
24	Amend Zoning By-Law – Map Change to Neighborhood Business District	Planning Board	38
25	Amend Zoning By-Law – Side and Rear Setbacks Adjoining Residential Districts	Planning Board	39
	COMMUNITY PRESERVATION ACT ARTICLES		
26	Appropriate for Rosemary Lake Sediment Removal	Community Preservation Committee	40
27	Appropriate for Rosemary Camp Property	Community Preservation	40

Article	Description	Inserted By	Page
		Committee	
28	Appropriate for Emery Grover Feasibility	Community Preservation Committee	41
29	Appropriate for Historic Database Project	Community Preservation Committee	41
30	Appropriate for Memorial Park Building Construction	Community Preservation Committee	42
31	Appropriate to Community Preservation Fund	Community Preservation Committee	42
	CAPITAL ARTICLES		
32	Appropriate for General Fund Cash Capital	Board of Selectmen	43
33	Appropriate for Athletic Facility Improvements Design	Board of Selectmen	50
34	Appropriate for Public Works Infrastructure Program	Board of Selectmen	50
35	Appropriate for Public Works Storage Facility	Board of Selectmen	52
36	Appropriate for RTS Enterprise Fund Cash Capital	Board of Selectmen	53
37	Appropriate for RTS Property Repairs	Board of Selectmen	54
38	Appropriate for Sewer Enterprise Fund Cash Capital	Board of Selectmen	54
39	Appropriate for Water Enterprise Fund Cash Capital	Board of Selectmen	55
	TOWN RESERVE ARTICLES		
40	Appropriate to Athletic Facility Improvement Fund	Board of Selectmen	57
41	Appropriate to Capital Improvement Fund	Board of Selectmen	57
42	Appropriate to Capital Facility Fund	Board of Selectmen	58
	MARIJUANA ESTABLISHMENT ARTICLES		
43	Amend Zoning By-Law – Marijuana Establishments	Planning Board	58
44	Amend General By-Law – Marijuana Establishments	Board of Selectmen	60
	GENERAL ARTICLES		
45	Non-Betterment Street Acceptance – Pandolf Lane	Board of Selectmen	61
46	Amend General By-Law / Public Construction	Board of Selectmen	61
47	Amend General By-Law / Contract Procedures	Board of Selectmen	62
48	Amend General By-Law / Vaccination Requirement	Town Clerk	63
49	Revoke M.G.L. C.44 Section 53F ½ - RTS Enterprise Fund	Board of Selectmen	64
50	Home Rule Petition / Amend Town Charter	Board of Selectmen	64
51	Amend General By-Law / Stormwater	Board of Selectmen	66
52	Amend General By-Law / Non-Criminal Disposition	Board of Selectmen	74
53	Omnibus	Board of Selectmen	75

Summary of Revenue
FY2017 - FY2019
General Fund Only

	FY2017	FY2018	FY2019
Local Estimated Receipts			
Local Excises and Other Tax Related Collections	$7,858,428	$6,360,000	$6,807,500
Departmental Activities	$7,294,164	$3,768,000	$4,115,000
Fines & Forfeits & Assessments	$144,713	$117,000	$120,000
Investment Income	$278,831	$80,000	$125,000
Medicaid	$194,935	$80,000	
Miscellaneous Revenue	$14,771	$10,500	$10,500
Miscellaneous Non-recurring	$29,562		
SUB-TOTAL	**$15,815,404**	**$10,415,500**	**$11,178,000**
Property Taxes & State Aid			
Real & Personal Property Tax Levy	$124,311,726	$132,537,888	$141,511,268
Cherry Sheet Revenue (State Aid)	$11,171,133	$11,720,547	$11,994,391
SUB-TOTAL	**$135,482,859**	**$144,258,435**	**$153,505,659**
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	$6,190,372	$11,387,990	$13,298,378
Overlay Surplus	$1,085,916	$3,000,000	$1,000,000
Reserved for Appropriation - Parking	$70,000		
Transfer from other Articles	$331,296	$246,000	$70,000
Transfer from Stabilization Funds		$1,817,000	$1,855,000
Reserved for Debt Exclusion Offset	$93,445	$80,807	$115,147
SUB-TOTAL	**$7,771,029**	**$16,531,797**	**$16,338,525**
Total General Fund Revenue	**$159,069,292**	**$171,205,732**	**$181,022,184**
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	$1,831,746	$1,954,577	$1,461,494
SUB-TOTAL	**$1,831,746**	**$1,954,577**	**$1,461,494**
Total Revenue Available for General Fund Uses	**$160,901,038**	**$173,160,309**	**$182,483,678**

Account Balances

Athletic Facility Improvement Fund	As of March 30, 2018	$4,380,174
Capital Facility Fund	As of March 30, 2018	$26,749
Capital Improvement Fund	As of March 30, 2018	$742,357
Debt Service Stabilization Fund	As of March 30, 2018	$2,049,510
Free Cash	As of March 30, 2018	$13,518,622
Overlay Surplus	As of March 30, 2018	$1,000,000
Sewer Enterprise Fund Retained Earnings	As of March 30, 2018	$4,500,960
Solid Waste Enterprise Fund Retained Earnings	As of March 30, 2018	$490,750
Stabilization Fund	As of March 30, 2018	$4,088,903
Water Enterprise Fund Retained Earnings	As of March 30, 2018	$5,368,805

Summary of Expenditures
FY2017 - FY2019
General Fund Only

	Expended FY2017	Budgeted FY2018	Estimated FY2019
Town Wide Group	**$40,366,833**	**$47,229,228**	**$52,281,444**
Department Budgets			
Board of Selectmen/Town Manager	$850,897	$994,152	$1,027,225
Town Clerk/Board of Registrars	$392,618	$382,149	$433,133
Town Counsel	$432,152	$329,442	$329,442
Personnel Board	$4,751	$0	$0
Finance Department	$2,502,064	$2,737,296	$2,929,689
Finance Committee	$35,601	$37,879	$38,768
Planning and Community Development	$515,927	$547,210	$561,423
Police Department	$5,965,655	$6,617,576	$6,815,401
Fire Department	$7,305,421	$7,935,850	$8,164,583
Building Department	$625,550	$745,518	$756,753
Minuteman Regional High School	$766,061	$806,252	$914,236
Needham Public Schools	$64,647,694	$68,350,083	$71,105,943
Department of Public Facilities	$6,120,077	$6,721,562	$507,856
Department of Public Works	$6,200,126	$5,788,143	$12,466,886
Municipal Parking Program	$92,800	$103,905	$106,382
Health and Human Services Department	$1,449,066	$1,704,104	$1,861,734
Commission on Disabilities	$2,016	$2,050	$2,050
Historical Commission	$0	$1,050	$1,050
Library	$1,537,265	$1,661,160	$1,755,909
Park & Recreation	$551,199	$488,789	$659,932
Memorial Park	$562	$750	$750
Department Budget Total	**$99,997,502**	**$105,954,920**	**$110,439,145**
Total Budget	**$140,364,335**	**$153,184,148**	**$162,720,589**
Other Appropriations			
General Fund Cash Capital	$3,031,117	$9,326,467	$11,155,289
Other Financial Warrant Articles	$1,039,138	$1,185,000	$1,399,300
Transfers to Other Funds	$3,566,605	$5,251,164	$4,046,541
Total Other Appropriations	**$7,636,860**	**$15,762,631**	**$16,601,130**
Other Uses			
Other Amounts Required to be Provided	$49,822	$49,739	$50,670
State & County Assessments	$1,309,161	$1,351,898	$1,385,697
Provisions for Abatements & Exemptions	$1,855,476	$2,811,893	$1,725,592
Total Other Uses	**$3,214,459**	**$4,213,530**	**$3,161,959**
Total General Fund Expenses	**$151,215,654**	**$173,160,309**	**$182,483,678**

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Line #	Description	FY2017 Expended	FTE*	FY2018 Budget	FTE*	FY2019 Finance Committee Recommendation	FTE*	%
Townwide Expenses								
1	Casualty, Liability, Property & Self-Insurance Program	575,336		606,200		626,790		
2	Debt Service	11,148,800		12,573,958		14,904,503		
3	Group Health Insurance, Employee Benefits & Administrative Costs	12,743,918		14,429,197		15,256,471		
4	Needham Electric, Light & Gas Program	3,085,324		3,558,040		3,586,259		
5	Retiree Insurance & Insurance Liability Fund	5,568,923		6,115,455		6,906,705		
6	Retirement Assessments	6,610,442		7,332,277		7,934,482		
7	Workers Compensation	634,090		656,283		679,253		
8	Classification Performance & Settlements	Transfers Only		145,218		527,090		
9	Reserve Fund	Transfers Only		1,812,600		1,859,891		
	Townwide Expense Total	40,366,833		47,229,228		52,281,444	0	10.7%
Board of Selectmen and the Office of the Town Manager								
10A	Salary & Wages	746,542	8.0	856,073	9.0	875,526	9.0	
10B	Expenses	104,355		138,079		151,699		
	Total	850,897	8.0	994,152	9.0	1,027,225	9.0	
Town Clerk and Board of Registrars								
11A	Salary & Wages	351,599	4.0	333,734	4.0	373,098	4.0	
11B	Expenses	41,020		48,415		60,035		
	Total	392,618	4.0	382,149	4.0	433,133	4.0	
Town Counsel								
12A	Salary & Wages	75,140		75,442		75,442		
12B	Expenses	357,012		254,000		254,000		
	Total	432,152		329,442		329,442	-	
Personnel Board								
13A	Salary & Wages							
13B	Expenses	4,751						
	Total	4,751		0		0	-	
Finance Department								
14A	Salary & Wages	1,674,348	22.6	1,833,197	22.6	1,905,197	23.6	
14B	Expenses	759,692		835,624		949,492		
14C	Capital	68,025		68,475		75,000		
	Total	2,502,064	22.6	2,737,296	22.6	2,929,689	23.6	
Finance Committee								
15A	Salary & Wages	35,092	0.5	36,629	0.5	37,448	0.5	
15B	Expenses	510		1,250		1,320		
	Total	35,601	0.5	37,879	0.5	38,768	0.5	

Planning and Community Development								
16A	Salary & Wages	490,034	6.2	517,082	6.2	529,523	6.2	
16B	Expenses	25,893		30,128		31,900		
	Total	515,927	6.2	547,210	6.2	561,423	6.2	
	General Government	4,734,010	41.3	5,028,128	42.3	5,319,680	43.3	5.8%
Police Department								
17A	Salary & Wages	5,486,085	59.0	6,139,368	59.0	6,350,537	60.0	
17B	Expenses	261,490		304,090		311,290		
17C	Capital	218,079		174,118		153,574		
	Total	5,965,655	59.0	6,617,576	59.0	6,815,401	60.0	
Fire Department								
18A	Salary & Wages	6,962,163	71.0	7,552,956	71.0	7,763,983	71.0	
18B	Expenses	319,557		352,248		376,822		
18C	Capital	23,701		30,646		23,778		
	Total	7,305,421	71.0	7,935,850	71.0	8,164,583	71.0	
Building Department								
19A	Salary & Wages	592,672	9.8	694,478	9.8	701,713	9.8	
19B	Expenses	32,878		51,040		55,040		
	Total	625,550	9.8	745,518	9.8	756,753	9.8	
	Public Safety	13,896,626	139.8	15,298,944	139.8	15,736,737	140.8	2.9%
Minuteman Regional High School Assessment								
20	Assessment	766,061		806,252		914,236		
	Total	766,061	-	806,252	-	914,236	-	
Needham Public Schools								
21	Needham Public School Budget	64,647,694	724.1	68,350,083	739.4	71,105,943	749.3	
	Total	64,647,694	724.1	68,350,083	739.4	71,105,943	749.3	
	Education	65,413,755	724.1	69,156,335	739.4	72,020,179	749.3	4.1%
Public Facilities Design & Construction								
22A	Salary & Wages	3,658,148	58.0	3,974,832	58.0	488,361	5.0	
22B	Expenses	2,461,929		2,746,730		19,495		
	Total	6,120,077	58.0	6,721,562	58.0	507,856	5.0	
Department of Public Works								
23A	Salary & Wages	3,532,132	49.0	3,736,572	49.0	7,482,721	106.0	
23B	Expenses	1,625,599		1,597,235		4,537,940		
23C	Capital	38,026		42,216		29,993		
23D	Snow and Ice	1,004,369		412,120		416,232		
	Total	6,200,126	49.0	5,788,143	49.0	12,466,886	106.0	
	Public Facilities and Public Works	12,320,203	107.0	12,509,705	107.0	12,974,742	111.0	3.7%
Municipal Parking Program								
24	Program	92,800		103,905		106,382		
	Total	92,800	-	103,905	-	106,382	-	
Health and Human Services Department								
25A	Salary & Wages	1,194,266	15.7	1,401,261	16.5	1,519,748	17.5	
25B	Expenses	254,800		302,843		341,986		
	Total	1,449,066	15.7	1,704,104	16.5	1,861,734	17.5	

Commission on Disabilities								
26A	Salary & Wages	1,500		1,500		1,500		
26B	Expenses	516		550		550		
	Total	2,016	-	2,050	-	2,050	-	
Historical Commission								
27A	Salary & Wages							
27B	Expenses	0		1,050		1,050		
	Total	0	-	1,050	-	1,050	-	
Needham Public Library								
28A	Salary & Wages	1,209,273	13.0	1,312,846	14.0	1,397,232	15.0	
28B	Expenses	327,992		348,314		358,677		
	Total	1,537,265	13.0	1,661,160	14.0	1,755,909	15.0	
Park and Recreation Department								
29A	Salary & Wages	449,882	4.0	391,972	4.0	575,332	4.0	
29B	Expenses	101,318		96,817		84,600		
	Total	551,199	4.0	488,789	4.0	659,932	4.0	
Memorial Park								
30A	Salary & Wages							
30B	Expenses	562		750		750		
	Total	562	-	750	-	750	-	
	Community Services	3,632,908	32.7	3,961,808	34.5	4,387,807	36.5	10.8%
	Department Budget Total	99,997,501	1,044.9	105,954,920	1,063.0	110,439,145	1,080.9	4.2%
	Total Operating Budget	140,364,335		153,184,148		162,720,589		6.2%

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WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 10, 2018
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, TENTH DAY OF APRIL, 2018

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;

Eight Town Meeting Members from Precinct E for Three Years;
One Town Meeting Member from Precinct E for One Year;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for One Year;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
One Town Meeting Member from Precinct I for Two Years;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on Monday May 7, 2018 at 7:30 p.m. in the afternoon, then and there to act upon the following articles:

Warrant for the Annual Town Meeting

Monday, May 7, 2018 at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2018, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	$84,197
Town Clerk with 6 years of service in that position	$102,622
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $7,184, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $60,105. The annual salary of $102,622 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,558. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,782; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – INDEPENDENT TOWN WORKERS' ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN/TRADES INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian/Trades Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2019, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2018, the cumulative increase above the statutory limit was 100%.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager. said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2019. The voluntary fund received $14,044 in fiscal year 2017.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to $1,100 per year, which is applied to their property tax bills.

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program. Key priorities for future surveys include the Nike Site, Claxton Field, Mitchell School, Pollard School, the Emery Grover Building, the boat launch, Cricket Field, the Daly Building, Walker Gordon Field, Mills Field, Cooks Bridge Sewer Station, and the Stephen Palmer Building.

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $625,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the

Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2019 program will fund duct cleaning at the High Rock and Mitchell Schools, PSAB, and CATH, wood floor refinishing at the Pollard, High School, Mitchell, Hillside, Broadmeadow, Newman, and Eliot Schools and Town Hall, carpet replacement in the media center at the Pollard School, asbestos abatement at the DPW garage, an evaluation of the pipes at the Public Safety Building, and splitting the chimney at the roof at the Eliot and High Rock Schools. At the Broadmeadow School, it will fund a hot water heater replacement and an acoustical treatment in the gym. At the Mitchell School, it will fund electrical upgrades, an office reconfiguration, painting of the ceiling tiles, refinishing of the wood trim and doors, rekeying the building, replacing the base trim, and providing acoustical insulation in the attic.

ARTICLE 12: APPROPRIATE FOR TIME CLOCK SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $81,000 for the purpose of funding a time clock system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town seeks to implement a time clock system to track the work hours of DPW staff. Currently, work hours are tracked manually. This system will integrate with the Town's financial software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and to resolve discrepancies currently found in the paper system. The new system will reduce the current double entry system, whereby the division generates a manual time card and then this time card is entered into the payroll system.

ARTICLE 13: APPROPRIATE FOR LONG RANGE PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding consulting assistance for a long range plan, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Long range planning is an organized way to determine community needs and to set a series of goals to meet those needs. Needham has experienced an extraordinary amount of growth over the last decade. Each of these projects has been sized on its own to determine the impact and mitigation needed for town infrastructure. This funding will allow the Town to engage a consultant to provide data

for boards, committees, and commissions to use in understanding the impact of population growth, demographic changes and economic development on aspects such as traffic and circulation, housing and residential development, historic and cultural resources areas, natural resources and open space, schools, and public facilities and services. The funding will permit us to look at the studies for various projects and to fill in the gaps between those studies in order to create a holistic picture of the town's growth. This information will be used in goal and priority setting across the Town. It will also be used to understand the opportunity for further growth and development.

ARTICLE 14: APPROPRIATE FOR RTS EFFICIENCY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding an RTS efficiency study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has proposed a review of the day-to-day operations of the RTS to identify efficiencies and develop a master plan based on the findings. The efficiency study will include a review of all aspects of the RTS operation (recycling, municipal solid waste, composting, materials processing, and the closed landfill) as they relate to site operations, a review of site layout, traffic patterns, identifiable safety concerns, an evaluation of operating and maintenance, disposal, and transportation costs, a review of current staffing and equipment levels and evaluation of future needs, and a review of Municipal Solid Waste (MSW) and recycling handling practices and their impact on existing infrastructure. The recommendations included in the efficiency study report will inform the mastering planning process for RTS facility improvements.

ARTICLE 15: APPROPRIATE FOR WATER METER DATA COLLECTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $220,000 for the purpose of funding a water meter data collection system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Department of Public Works has developed a plan to convert all water meters in Town to meter interface units (MIU) that can be read remotely with a remote data collection tool. There are 660 domestic and irrigation water meters in Town that have touch pads for reading the meter. In order to collect readings from these types of meters, Town staff must record the reading from the water meter and input the data into a hand-held device. Through this process, more time is spent in the field reading water meters and the readings are subject to human error. The MIUs will allow the meters to be read remotely from a Town vehicle, reducing reading time in the field and improving accuracy. The data from the MIU is transmitted by radio frequency to the mobile data collector tool.

ARTICLE 16: APPROPRIATE THE FY2019 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,506,298, from Overlay Surplus in the amount of $335,000, from amounts Reserved for Debt Exclusion Offsets in the amount of $115,147, and $441,494 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages: 17-19

ARTICLE 17: APPROPRIATE THE FY2019 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

RTS Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$757,996	10.0	$796,656	10.0	$801,914	10.0	
101B	Expenses	$1,226,853		$1,369,612		$1,496,979		
101C	Operating Capital	$96,250		$91,500		$91,500		
101D	Debt Service	$149,784		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
	TOTAL	**$2,230,883**	**10.0**	**$2,432,768**	**10.0**	**$2,565,393**	**10.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						5.5%	

and to meet this appropriation that $940,000 be raised from RTS Enterprise Fund receipts, that $1,520,000 be raised from the Tax Levy and transferred to the Enterprise Fund, and that $105,393 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for

many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2019 will be the fifth year with the funding model for the Recycling and Transfer Station Enterprise, which includes a significantly higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was previously paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of $1,520,000 for FY2019 is $57,500 more than the current year. This is a trend that is anticipated to continue into the future, which is one of the primary reasons that there is a recommendation to dissolve the enterprise fund effective for FY2020, addressed under a separate warrant article for this Town Meeting.

The recommended operating budget for FY2019 is $2,565,393 or $132,625 (5.5%) more than the FY2018 budget. The $5,258 (0.7%) change in salary and wages line reflects step and longevity increases for department personnel. The collective bargaining agreement with the NIPEA union expires on June 30, 2018. A successor agreement with the union had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting. The RTS has ten full-time employees, of whom eight are members of the NIPEA union.

The $127,367 (9.3%) increase in the expense line is driven by the costs for the disposal of solid waste and the "upside-down" change with the recycling market which now has the Town paying to have many recyclable items removed from Town rather than being paid for the items. Overall the cost in processing recyclables accounts for more than $110,000 of the total increase. However, recycling is still less expense than outright disposal. Another increasing expense is with the maintenance and repair of equipment and the facility which is $12,100 more for FY2019 over FY2018, an increase of 17.5%.

The operating capital line is level funded at $91,500 for FY2019. The funds are proposed to be used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule. Debt service is level funded at $150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2019.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 18: APPROPRIATE THE FY2019 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$997,868	12.0	$958,976	11.0	$961,327	11.0	
201B	Expenses	$350,248		$431,060		$439,727		
201C	Capital Outlay	$40,986		$50,000		$50,000		
201D	MWRA Assessment	$5,683,915		$5,889,796		$6,227,150		
201E	Debt Service	$1,044,704		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
	TOTAL	**$8,117,721**	**12.0**	**$8,864,832**	**11.0**	**$9,213,204**	**11.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						3.9%	

and to meet this appropriation that $8,458,454 be raised from Sewer Enterprise Fund receipts, that $504,750 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and that $250,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 144 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the Federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of over 144 miles of drains and 4,312 catch basins.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2019 Sewer Operations	FY2019 Drains Program	FY2019 Recommended Budget	FY2018 Sewer Operations	FY2018 Drains Program	Current FY2018 Sewer Budget
Salary & Wages	$617,991	$343,336	$961,327	$625,189	$333,787	$958,976
Expenses	$278,313	$161,414	$439,727	$273,098	$157,962	$431,060
Capital Outlay	$50,000	$0	$50,000	$50,000	$0	$50,000
MWRA Assessment	$6,227,150	$0	$6,227,150	$5,889,796	$0	$5,889,796
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$8,708,454	$504,750	$9,213,204	$8,373,083	$491,749	$8,864,832

	FY2019 Sewer Operations $ Change	FY2019 Drains Operations $ Change	FY2019 Sewer Enterprise $ Change	FY2019 Sewer Operations % Change	FY2019 Drains Operations % Change	FY2019 Sewer Enterprise % Change
Salary & Wages	-$7,198	$9,549	$2,351	-1.2%	2.9%	0.2%
Expenses	$5,215	$3,452	$8,667	1.9%	2.2%	2.0%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$337,354	$0	$337,354	5.7%		5.7%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$335,371	$13,001	$348,372	4.0%	2.6%	3.9%

The total operating budget of $9,213,204 for FY2019 is $348,372 more than the current FY2018 budget, an increase of 3.9%. This increase is primarily due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The $6,227,150 preliminary assessment represents a 5.7% increase over FY2018. The increase in the MWRA sewer assessment accounts for approximately 97% of the total increase. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2019 sewer operations portion of the budget is $335,371 higher, an increase of 4.0% over the current year. The MWRA assessment for FY2019 is $337,354 more than the current appropriation, which is greater than the total increase for sewer operations. The total sewer operations increase is lower than the increase for just the MWRA assessment is due to the decrease in the salary and wages line. The FY2019 drains operations portion of the budget is $13,001 more than the FY2018 allocation, a 2.6% increase over FY2018.

The total salary and wages line is $961,327 for FY2019, an increase of $2,351 (0.2%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. A successor agreement with the union has not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The total expense line for FY2019 is $439,727 which is $8,667 or 2.0% more than the current year. The largest of the expense increases ($7,000) is for the new stormwater management software that is necessary to meet the new Municipal Separate Storm Sewer System (MS4) permit requirements. There is a $2,175 increase for the repair and maintenance of generators and facilities. The estimated cost for collecting and disposing of catch basin and street sweeping debris is $2,998 higher than the current year. There is also a $200 increase for certification and licenses fees. These increases were offset in part with budget decreases for energy ($1,693), vehicle related expenses ($1,013), and various supplies ($1,000).

The operating capital line is level funded at $50,000 for FY2019. This budget line pays for grinder replacements and allows the department to continue its annual $25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2019 is the replacement of one pump at the Great Plain Avenue Pump Station and replacement of a grinder at the Kendrick Street Pump Station.

The sewer debt service budget line is also level dollar at $1,500,000 for FY2019, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2019. The budget plan for FY2019 includes the use of $250,000 from sewer retained earnings. The $504,750 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of $13,001 from FY2018.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 19: APPROPRIATE THE FY2019 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,102,564	16.0	$1,248,413	17.0	$1,252,990	17.0	
301B	Expenses	$1,087,838		$1,107,888		$1,137,563		
301C	Capital Outlay	$2,875				$20,000		
301D	MWRA Assessment	$1,039,372		$1,109,794		$862,262		
301E	Debt Service	$1,549,049		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
	TOTAL	**$4,781,698**	**16.0**	**$5,091,095**	**17.0**	**$4,897,815**	**17.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						-3.8%	

and to meet this appropriation that the sum of $4,897,815 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day.. The current water withdrawal registration from the Department of Environmental Protection (DEP) allows approximately 2.63 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private

hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2019 is $4,897,815 or $193,280 (3.8%) less than the FY2018 budget. The decrease is the result of a lower MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2019 water assessment is based on CY2017 water use. The Town's use of MWRA water was down approximately 31% from the prior year. The preliminary water assessment for FY2019 is $862,262 which is $247,532 (22.3%) less than the appropriation for the current year. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2015	CY2016	CY2017
Water Production*	1,256.8	1,217.3	1,166.4
Water Production from MWRA	304.1	327.1	225.9
Water Production from Town Wells	952.7	890.2	940.5
Percentage from MWRA	24.2%	26.9%	19.4%
*millions of gallons			
Water meters replaced	1,203	1,348	1,315
Percentage of the total number of water meters in place for that year	8.3%	9.3%	9.0%

The FY2019 salary and wage expense line is $1,252,990, an increase of $4,577 (0.4%) over the current budget. The water enterprise has 17 full-time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The collective bargaining agreement with the NIPEA and ITWA unions expires on June 30, 2018. Successor agreements with the bargaining groups have not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The water expense line of $1,137,563 is $29,675 higher than the FY2018 budget, or approximately 2.7% more. Approximately 83% of that increase ($24,716) is for public works supplies which include drinking water treatment chemicals and water meters of various sizes. Professional and technical services increased by $6,700 to pay for costs associated with the Dunster and Birds Hill water tank inspections and testing. The budget expense for gasoline and diesel fuel for vehicles and equipment is $2,138 higher than the current year. There is a decrease in the budget for energy of $3,579 (electricity is higher and natural gas is lower). The net change for all the other expense categories is a decrease of $300.

There is a request for $20,000 in operating capital for FY2019 – there was no budget for this category in FY2018. The planned expenses are the replacement of two filter valves ($15,000) at the water treatment plant, and the replacement of a trailer to move equipment ($5,000). Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2019.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 20: AMEND GENERAL BY-LAW - DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the General By-Laws by striking the words "Public Facilities Department " under section 2.2.7.5.8 and inserting in place thereof "Department of Public Works"; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this By-Law amendment is to reflect the organization change where the operations division of the Public Facilities Department was moved into the Department of Public Works.

ARTICLE 21: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Home Composting	Department of Public Works	$3,000
Immunization Program	Health and Human Services Department	$25,000
Memorial Park Activities	Memorial Park Trustees	$4,100
Needham Transportation	Health and Human Services Department	$60,000
Public Facility Use	Public Facilities Department	$250,000
School Transportation	School Committee	$819,000
Traveling Meals	Health and Human Services Department	$75,000
Tree Replacement	Department of Public Works	$25,000
Water Conservation	Department of Public Works	$10,000
Youth Services Programs	Health and Human Services Department	$25,000

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1 2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Board of Selectmen and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The FY2019 Chapter 90 allocation for the Town is $929,259. Unless circumstances require otherwise, the FY2019 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project.

ZONING / LAND USE ARTICLES

ARTICLE 23: AMEND ZONING BY-LAW – PERMITTED USES IN THE NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:

"(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary."

(2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:

"**4.4.12 Dimensional Relief by Special Permit**
Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

(a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and

(b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5."

(3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

"**6.11 Affordable Housing**
Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

(a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.

(b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot for each one Affordable Unit over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.

(c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income. In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.

(d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development's market-rate units.

(e) The affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.

(f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.

(g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.

(h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.

(i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:

(1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.11(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);

(2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.11(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units- 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: This article would authorize by special permit apartment or multi-family dwelling use above the first floor in the Neighborhood Business District located at Central Avenue and Reservoir Street, provided the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district. Specifically, the provision would apply to Neighborhood Business Districts, any portion of which is located within 150 feet of the Route 128 boundary. Presently mixed use development which includes a housing component is not a permitted use within the Neighborhood Business District.

To encourage redevelopment of existing properties for mixed use development of an appropriate scale, density and design, the article offers flexibility as relates maximum floor area ratio, building height and

minimum side and or rear setback. This relief is provided in the Neighborhood Business District located at Central Avenue and Reservoir Street. Specifically, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit to increase the maximum permitted floor area ratio for a mixed use building up to 0.7 and the maximum permitted building height to three (3) stories and forty (40) feet. Currently in the aforementioned district, the maximum floor area ratio for a building or structure is capped at 0.50 and the maximum building height is capped at two and one-half (2.5) stories and thirty-five (35) feet. Additionally, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to reduce the minimum side and or rear setback for a mixed use building adjoining a residential district to twenty (20) feet provided the required 20 foot buffer strip is suitably landscaped and not used for any other purpose. Currently in the aforementioned district, no building or structure for a use not allowed in a residential district is permitted within 50 feet of the residential district boundary, and within said strip, the twenty-five (25) feet closest to the boundary line is to be suitably landscaped.

Affordable housing is also proposed to be accommodated in larger scale mixed-use developments under this amendment in the Neighborhood Business District located at Central Avenue and Reservoir Street. The proposed zoning requires affordable housing in larger mixed-use developments, i.e., with six or more dwelling units. At least one affordable unit is required for a development with six to ten units. For a development with eleven or more units, at least twelve and one-half percent (12.5%) must be affordable. To encourage the provision of an additional affordable unit above the required minimum, the proposed zoning allows for a density bonus of up to two units such that if the development includes an additional affordable unit, an additional market unit can be produced. Finally, the Planning Board may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units as noted above. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston Suburban Area, adjusted for the type of project and number of units.

ARTICLE 24: AMEND ZONING BY-LAW – MAP CHANGE TO NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Neighborhood Business District a portion of land now zoned Industrial and lying between the Charles River, Reservoir Street, and 100-feet distant from the Central Avenue Layout.

Said land is bounded and described as follows:

Beginning at a point 100-foot distant from the Central Avenue Right of Way southerly layout line and at the intersection now or formally of the Single Residence B District, Industrial District, and Neighborhood Business District on the property line identified as Parcel II recorded at the Norfolk Registry of Deed Book 11216 page 659. Thence running along the northern property line of said Parcel II in the southeasterly direction for a distance of 56-feet more or less to a point of intersection with the rear lot corner of said parcel. Thence turning and running in a southwesterly direction along said rear property line of Parcel II, and of Parcel I described in said deed for a total of 262-feet more or less to a point of intersection of the Reservoir Street Right of Way easterly layout line. Thence turning and running in a northwesterly direction along the easterly Reservoir Street Right of Way line to a point of intersection of

the now or formally zoned Neighborhood Business District and Industrial District and located 100-foot distant from the Central Avenue southerly layout line. Thence turning and running in a northeasterly direction along the now or formally intersecting line of the Industrial District and Neighborhood Business District and parallel to the Central Avenue southern layout line to the point of beginning.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article describes the geographical area located between the Charles River, Reservoir Street and 100-feet distant from the Central Avenue Layout proposed to be changed from an Industrial District to a Neighborhood Business District. Portions of Parcels 9 and 10-01 on Assessors' Plan Number 80 (Panella's Market, 50 Central Avenue) that are currently zoned Industrial and located 100-feet distant from the Central Avenue Layout are affected by this rezoning. Currently the affected properties are located within two zoning districts, namely the Industrial District and the Neighborhood Business District. With this zoning map revision, the entirety of Parcels 9 and 10-01 as shown on Assessors' Plan Number 80 will be placed in the Neighborhood Business District.

ARTICLE 25: AMEND ZONING BY-LAW – SIDE AND REAR SETBACKS ADJOINING RESIDENTIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(1) In Section 4.4.8, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of Section 4.4.8.1 and Section 4.4.8.4, that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

(2) In Section 4.6.5, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of said section that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Sections 4.4.8 and 4.6.5 of the Zoning By-Law provide that when certain business zoning districts abut a residential district the first 50 feet of the business district adjoining the residential district is subject to limitations on what can be constructed within that 50 foot buffer. The purpose of the 50 foot buffer is to provide residential homeowners with certain protections from commercial activities by regulating building setback distance to the residential district zone line and by establishing suitable landscape screening standards to further protect residential abutters from adjacent commercial uses.

The reason for the proposed Warrant Article is that the Route 128 95 layout is still designated as a residential zoning district from which the 50 foot setback standard is to be met. This is a remnant from the time before Route 128/95 was constructed in the early 1950's. Since there clearly are no residences

located within the Route 128/95 right of way, there are no residences to protect. Accordingly, the article eliminates from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect). With the amendment the commercial properties along the layout will be subject only to the requirements of the districts they are located in.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 26: APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,400,000 for Rosemary Lake Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,550,000 be transferred from CPA Free Cash, $340,000 be transferred from the FY2018 CPA General Reserve, and that $510,000 be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The proposed sediment removal project continues the Town's compliance with Environmental Protection Agency (EPA) requirements to address the discharge of pollutants through stormwater into the Charles River and other water bodies. This requirement derives from a 1996 Memorandum of Understanding between the Town and the EPA as well as 2003 and 2016 national Pollutant Discharge Elimination System (NPDES) regulations. The Town has been completing projects along Rosemary Brook over the past several years, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, all of which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

ARTICLE 27: APPROPRIATE FOR ROSEMARY CAMP PROPERTY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for Rosemary Camp Property improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The three remaining buildings at the Rosemary Camp property are subject to vandalism and should be removed for safety reasons. The two smaller buildings were formerly latrines, and need to be decommissioned as part of demolition. The shelter building is not insulated and the electrical source was disconnected almost twenty years ago when a fourth building was lost in a fire. The main trail head, accessed from the Rosemary Recreation Complex parking lot, is being rebuilt while the parking lot is rebuilt, and through a prior approved funding source, the bridge crossing the stream will be re-built by the Student Conservation Association. At a later time, a picnic shelter will be added at

the camp property. This area will be available for use by trail walkers as well as any programs offered by Park and Recreation or other Needham organizations.

ARTICLE 28: APPROPRIATE FOR EMERY GROVER FEASIBILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Numerous Facilities Master Plans have indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. A feasibility study was conducted in August 2013 by DesignLAB Architects, which identified several options: renovation of the existing building, the purchase renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is to conduct a "refresh" of the original study, to focus on a project to renovate reconstruct the Emery Grover Building at the Highland Avenue location. The study will include an updated project budget and schedule, address temporary relocation requirements, and identify any building code changes that will be needed to accommodate the projected use. In addition, the study will include the assessment of swing space options including timelines and project budget for the swing space.

ARTICLE 29: APPROPRIATE FOR HISTORIC DATABASE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the completion of the historic database project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Needham History Center and Museum proposes to complete its on-going artifact and archive project. With prior CPC funding, the Needham History Center and Museum has been able to rehouse and reorganize its collection and create a collections database. Archivally-sound containers have been used for storage, photos have been taken and information uploaded onto a database system that makes it easier to search and put together exhibits, including web-based exhibits.

ARTICLE 30: APPROPRIATE FOR MEMORIAL PARK BUILDING CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $6,250,000 for construction of the Memorial Park Fieldhouse, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $500,000 be transferred from CPA Receipts, $1,032,000 be transferred from Free Cash, $1,800,000, be transferred from the Athletic Facility Improvement Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $2,918,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Winter Street Architects performed a feasibility study on the Memorial Park Building in 2016, and, after design funds were approved at the May 2017 Annual Town Meeting, Winter Street continued to move forward with design development. The design is for a new two-story building which will be fully accessible, and constructed in accordance with the modern building code. The building will enhance programs held at the park, and promote synergy among the other nearby Town facilities. The building will be a service point for High School athletics and other community activities, while keeping the focus on the site and its history. The first floor will have spaces for Needham High School home teams to meet, and a separate room for visiting teams. These rooms have been designed in a flexible manner so that they can be used for other community activities. The facility will include a concession room, restrooms for park users, and a small number of restrooms for team use. Storage will be available for the DPW Parks and Forestry Division, as well as for groups using the fields at Memorial Park. The second floor will have meeting space for the Trustees and other community groups, as well as a room for larger meetings.

ARTICLE 31: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2019 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$1,025,153
C. Community Housing Reserve	$289,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$289,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $4,651,789 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture Replacement	$43,970	
Community Services	Non-Public Safety Data Center Servers and Storage Units	$180,000	
DPW	Energy Efficiency Upgrade Improvements	$71,000	
DPW	Hillcrest Radio Repeater Building Replacement	$136,000	
DPW	Specialty Equipment - Large Mower	$76,500	
DPW	Streetlight Conversion to LED	$685,000	
DPW	Traffic Improvements	$50,000	
General Government	Town Multi-Function Printer Devices	$35,000	
General Government	Town Offices Replacement Furniture	$25,000	
Multiple	Fleet Replacement Program	$981,442	
Public Safety	Fire Engine E2 Replacement	$840,163	
Public Safety	Personal Protective Equipment	$43,424	
Public Safety	Police Use-Of-Force Training Simulator	$47,000	
Public Safety	Public Safety Data Center Servers and Storage Units	$30,000	

Group	Description	Recommended	Amendment
Public Safety	Public Safety Mobile Devices	$35,000	
Public Schools	Pollard Blue & Green Gym Upgrades	$540,000	
Public Schools	Pollard Phased Improvements Feasibility Study	$65,000	
Public Schools	School Furniture & Equipment	$60,500	
Public Schools	School Phone System Replacement	$319,000	
Public Schools	School Photocopier Replacement	$84,190	
Public Schools	School Technology Replacement	$303,600	
		$4,651,789	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Library Furniture Replacement
The renovated library has been open to the public for more than eleven years, and, due to heavy use, the furniture is beginning to show wear and tear. Both public and staff computer chairs are slowly breaking and the covering on the arms is splitting. Some of the mesh on the Community Room stackable chairs is unraveling, the backs are separating from the frames, and food has been caught in the mesh and proven difficult to remove. The forty-two cloth public arm chairs are also showing wear from heavy use, particularly on the arms. The thirty-eight leather public arm chairs are also beginning to show wear.

Non-Public Safety Data Center Servers and Storage Units
This funding is for the replacement of hardware within the three Town of Needham data centers. Phase 1 of the project, which is taking place in the current fiscal year (FY2018), includes the replacement of four servers, two storage units, and four switches. Phase 2 of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at the Center at the Heights. Data Center 1 is the primary data center where Town Departments access files and programs, the Internet, and network and Internet security takes place. The six servers at Town Hall are physical servers; however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail safe in case of the Town Hall's network and infrastructure going offline. The server and storage at the Center at the Heights is where backup data is housed and from there certain segments of the data are migrated off site. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town's business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town. Unless circumstances require otherwise, FY2019 funding will be for Data Center 1 and Data Center 2 hardware replacement.

Energy Efficiency Upgrade Improvements

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2019 funding will be allocated to installing a bi-lighting system in the hallways at the Pollard Middle School, retro-commissioning the HVAC system at the Eliot School, and installing a bi-lighting system in the hallways at the High Rock School.

Hillcrest Radio Repeater Building Replacement

This funding will support the replacement of the failing building at the base of the Birds Hill Water Tower on Hillcrest Road. The building houses radio equipment and related support components used by the following departments: Fire, Police, DPW, School Transportation, and Emergency Management. The new building will house some existing equipment, some new equipment, and a back-up generator. The current building, which was built with cement blocks, is deteriorating and has several water leaks in both the walls and the roof. There has also been damage to the building and its contents from animals. Additionally, the steel entrance door exhibits rust and rot. The current building size is 8'X10' and the proposed replacement building would be 8'X12', placing the back-up power generator in a separate room, as well as allowing modest room for future expansion. The building plays a critical role in the Town's public safety communication network.

Specialty Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
344	Parks & Forestry	2011	Large-Scale Mower	$76,500

Streetlight Conversion to LED

This funding will allow the Town to convert its network of streetlights to Light Emitting Diodes (LED). The Department conducted a Streetlight Pilot Program in the spring of 2017, testing existing streetlights against LED streetlights. The existing lights are High Pressure Sodium (HPS) lights, which were considered the most energy efficient lighting types for their purpose in the early 2000s. Currently, LEDs are considered the more energy efficient lighting type. Of the three LED streetlight models piloted, two received higher average ratings than the existing HPS streetlights by the Town residents who completed the online survey. The Metropolitan Area Planning Council (MAPC) conducted an estimate for the conversion of all of the Town's existing Cobra head streetlights, determining that there are 2,521 existing streetlights that need to be converted. The Town's energy savings would be approximately 393,296 kWh annually. LED lights will be warrantied for ten years, and the only costs for maintenance to the Town will be labor to address any issues, pole transfers, new lights, and the cost of knockdowns. Other Massachusetts towns and cities with comparable streetlight inventories that have participated in the MAPC LED conversion program have secured maintenance contracts valued at an average of $0.53 per streetlight per year, while Needham currently pays $14.24 per streetlight per year for its existing streetlight maintenance contract. Though not all Town-owned streetlights are eligible for LED conversion under the MAPC program, total maintenance savings for those that are eligible for conversion could exceed $30,000 per year.

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or

sign and or pavement markings. Unless circumstances require otherwise, FY2019 funding is proposed for the installation of granite curbing on Paul Revere Road and Brookline Street.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) that are obsolete or as part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage, the expected life of these devices is between ten and twelve years. However the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers is therefore seven years.

Town Office Furniture Replacement

The renovated Town Hall opened in October, 2011, and the Public Services Administration Building opened in February, 2010. Furniture in heavy use is in need of replacement. Furniture scheduled to be replaced in FY2019 includes the Selectmen's Chambers conference table and chairs, and furniture in poor and fair condition at the Public Services Administration Building.

General Fund Fleet Program – General Purpose Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
1	Administration	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
702	Building Maintenance	Work Truck Class 2 Pick Up	2001	Work Truck Class 2 Pick Up	$45,765
44	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
46	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
4	Fleet	Work Truck Class 3 Pick Up	2006	Work Truck Class 3 Flat Bed	$82,671
65	Parks	Work Truck Class 3 Pick up	2015*	Work Truck Class 3 Pick up	$66,037
301	Parks	Utility Van	2009	Utility Van	$34,069
4	Schools	Passenger Van	2011	Passenger Van	$48,776
5	Schools	Passenger Van	2011	Passenger Van	$48,776
Total					$426,942

* Although the vehicle is fairly new, it has been an ongoing maintenance problem and has proven unreliable.

Truck Classification
Class 1 = Smallest Pick-up Trucks 6,000 lbs.
Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial
Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (ex 18-wheeler)

General Fund Fleet Replacement – Specialized Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
55	Highway	Work Truck Class 5 Dump Truck	2011	Work Truck Class 5 Hook Lift Dump Truck	$142,495
181	Highway	Street Sweeper#	2012	Street Sweeper Vacuum	$264,101
183	Parks	Large Trailer Leaf Picker	2007	Large Trailer Leaf Picker	$25,722
Total					$432,318

The vehicle will be retained as a backup vehicle.

General Fund Fleet Replacement – Snow & Ice Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
76	Highway	Skid Steer Loader	2006	Skid Steer Loader	$122,182

Personal Protective Equipment

This funding is part of an annual program begun in FY2018 to replace Personal Protective Equipment ("PPE" or "bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the ten year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame. Bunker gear includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in extractors and dried in dryers designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Use of Force Training Simulator

This funding will support the acquisition of an interactive Use-Of-Force training simulator, which will provide a platform for realistic, stress-induced training. The system provides scenarios that enhance marksmanship skills and improve decision-making for the appropriate selection of force to be used. The simulator provides trainees with the ability to practice posture, verbalization, soft hand skills, impact weapons, chemical spray and lethal force. The system also provides a means for officers to practice de-escalation skills. Each trainee's scenario and reaction can be analyzed and then reviewed for training purposes. The system is portable and can be easily customized to meet the needs of the Department. The benefit of having an effective, realistic training program is to enhance public safety as well as reduce liability risks

Public Safety Data Servers

This request consists of two elements used by Public Safety. The first element, Digital Video Recorder, is used internally and externally by the Needham Police Department. There are multiple cameras within the Needham Police Department from the front entrance to the jail cells and throughout the multiple hallways and areas. There are also several cameras on the external structure of the Public Safety Building as well as Town Hall that are managed through the Digital Video Recording hardware from the Police Department. These devices are used for safety and security of the officers and any other individuals who may find themselves within the Needham Police Department. The second element of the project request is the replacement of Public Safety CAD hardware installed during the FY2015 upgrade of the Public Safety CAD software. The software piece of the Public Safety CAD project was funded by a capital request while the hardware piece of the Public Safety CAD project, as well as the Digital Video Recorder equipment, was funded using State 911 Grant Funds. However during CY2015 the State put a hold on all future funding of the 911 Grants.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware.

Pollard Blue and Green Gym Updates

The Pollard gyms were identified in the feasibility study conducted in 2011 as in need of upgrade, and have been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is more appropriate for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. Lighting upgrades were completed under the Energy Efficient Upgrades request in FY2016. In FY2019, this funding will allow the Town to replace the flooring in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both school and community basketball groups due to its size. The rubber flooring will be replaced by a new type of flooring that would have the same bounce as wood flooring required for basketball usage, but does not have the ADA MAAB accessible issues that wood flooring presents. Additionally, work will be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding will be removed and replaced. The Blue Gym will also be painted to brighten the area. Backboards and winch mechanisms on the basketball hoops will be replaced and winch mechanisms will be installed on hoops that do not currently have them. Padding will also be installed behind all backboards. In the Green Gym, two sections of pull out seating, approximately 15'x15' each, will be installed in order to accommodate classes.

Pollard Phased Improvements Feasibility Study

This is a project to study the feasibility of phasing identified improvements at the Pollard School over multiple years, for the purpose of best addressing the needs of that facility in the most timely and economically feasible manner possible. Additionally, the study will evaluate the current condition of the Pollard modular classrooms and develop recommendations (as needed) for extending their useful life until such time as they can be replaced with permanent construction.

School Copier Replacement

In May of 2003, Town Meeting authorized $60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 47 copy machines. The FY2019 request replaces six copy machines. Copier replacement is planned on a cycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District as needed, to match copier use with equipment capacity.

School Furniture & Equipment

This request continues the replacement cycle for school furniture in poor and fair condition at the Schools. Furniture at the Pollard Middle School is 25-30+ years old and in a state of disrepair after decades of heavy use. In FY2005 Town Meeting approved funding of $20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced in the schools. In FY2019 $30,500 is proposed for the resurfacing of cabinets in three Pollard science classrooms and installation of new counters in four Pollard science classrooms, and $30,000 is proposed for the purchase of classroom furniture for Needham High School.

School Phone System Replacement

The telephone system currently in use by the School Department consists of eight separate phone systems of varying ages from five to over 15 year old (estimated.) The systems employ manufacturer discontinued equipment, are unstable and are in constant need of repair. The phone systems in three buildings - Hillside, Mitchell and Emery Grover - have occasionally failed, leaving the buildings with no phone access. All systems require frequent repairs, which can only be performed by a contract technician via a technical service maintenance appointment. The existing system, in addition to being old and unstable, runs on antiquated PBX technology that uses traditional Verizon POTS (copper) lines for external calls and Centrex to connect internally within a network of Town departments. This type of system supports a limited number of concurrent external connections per building and a limited number of concurrent Centrex connections per building; when concurrent lines are maximized within a building, users receive a busy signal until a line becomes available. Accessibility of the current voicemail system also is a concern particularly for teachers who transition to different classrooms and locations throughout the day; their voicemail is only available from their "home" location. This request would replace the antiquated PBX system with a new phone system that would combine all of the buildings into a unified IP-based phone system. The new system would utilize the Town's fiber network and pooled SIP trunks to reduce overall cost while maintaining a secure, robust and reliable phone system. It would allow for tiered user licenses that are customized to roles and responsibilities. The School Department will assume responsibility for managing the new technology-based system from the Public Works Building Maintenance Division.

School Technology Replacement
This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2019 submitted request is for $303,600 and consists of computer hardware (computer labs, desktops, TV studio, interactive white boards, and video displays) in the amount of $190,600 and infrastructure (servers, network hardware, and wireless infrastructure and access points) in the amount of $113,000.

ARTICLE 33: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $55,000 for athletic facility improvements design for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This request is for the design of the removal of the existing turf carpet, re-grading, and installation of new artificial field turf at DeFazio and Memorial Park.

ARTICLE 34: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,773,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,523,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $250,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Each program is detailed below.

Street Resurfacing
This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental

work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75. Target funding for street resurfacing in FY2019 is $820,000.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2019, DPW will evaluate intersection prioritization for future projects.

Sidewalk Program

This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2019 is $500,000.

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue, funds for FY2018 were diverted to that project. Unless circumstances dictate otherwise, FY2019 funding of $103,500 is planned for engineering and design for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2019 funding in the amount of $100,000 is targeted for engineering and design for 470 South Street.

Brooks and Culverts – Repair and Maintenance

It is the intention of the DPW to address the issue of poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. Unless circumstances require otherwise, FY2019 funding in the amount of $250,000 is planned for construction in Meredith Circle.

Roadway Reconstruction
The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2019.

Bridge Repairs
Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and or surface integrity of all bridges throughout Needham. No funding is proposed for this category in FY2019.

Guardrail
Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2019.

ARTICLE 35: APPROPRIATE FOR PUBLIC WORKS STORAGE FACILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $7,615,000 for design and construction of the Public Works Storage Facility, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,382,000 be transferred from Free Cash, that $944,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that $1,786,000 be transferred from Water Enterprise Fund Retained Earnings, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $3,503,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The recently completed DPW relocation feasibility study determined that all of the vehicle storage required to fulfill DPW operations programming needs cannot fit on the existing site (470 484 Dedham Avenue). The existing site has been approved by the Board of Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located near the RTS on Central Avenue. The storage facility will address the needs of a modernized DPW facility and organization, including providing shelter for Town equipment which will increase its service life. The feasibility process included the development of a comprehensive vehicle and equipment list, including towed, ride-on, and small portable equipment along with classified storage type

(i.e. garaged vs. covered), and presented equipment storage scenarios. This request will fund both the design and construction of the facility.

ARTICLE 36: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $345,360 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Fleet Replacement - Specialized Equipment	$245,360	
RTS	Big Belly Trash Cans	$100,000	
		$345,360	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Smart Technology Trash Cans
The Town has been investigating long term strategies for reducing public litter. Over the past year, the DPW has met with vendors to review a Town-wide deployment of waste management receptacles. These receptacles have two compartments, one for recycling and one for trash, with solar powered compactors, and technology that provides an alert when the receptacles are full. The Town is pursuing a pilot program to deploy these receptacles at recreational facilities around Town. This deployment will include 12 trash and recycling receptacles. Eleven receptacles will be solar powered compactors and one will be a solar powered non-compactable receptacle. The solar powered compactors will be deployed in areas of high trash volume and the non-compactable receptacle will be deployed in an area that is not prone to substantial trash generation. The receptacles will be purchased by the Town and their impact on reducing overflowing trash and minimizing odors will be monitored. There is a potential in the future to either purchase or lease additional receptacles.

RTS Enterprise Fund Fleet Replacement – Specialized Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
143	RTS	Front End Loader	2010	Front End Loader	$245,360

ARTICLE 37: APPROPRIATE FOR RTS PROPERTY REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $645,000 for RTS Property Repairs, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $645,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This funding will enable the Town to make repairs to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The Town's design consultant conducted two evaluations in 2016 on the roof and structure of the 1998 building. Emergency structural repairs were made to address immediate safety concerns in the building, including cleaning and painting of the steel framing, and repairs to the fire protection system. The remaining structural repairs that must be addressed include repairs to the pre-engineered metal framing, additional repairs to the fire protection system, additional cleaning and painting of the steel framing, roof repair, installation of a fall protection warning system at tipping pit, replacement of the steel approach at tipping pit, and repair of the slab-on-grade. This funding will support the design, engineering, and construction of these items.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,357,111 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	$132,111	
Sewer	Sewer Main Extension Zone I and II	$690,000	
Sewer	Sewer Main Replacements	$330,000	
Sewer	Sewer System Infiltration & Inflow Removal	$205,000	
		$1,357,111	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information

Sewer Main Extension Zones I and II
The Massachusetts Department of Environmental Protection designates certain sensitive areas for aquifer protection. The Zone I and Zone II aquifer protection areas for the Charles River Wellfield

include homes with private septic systems. Zone I includes land within a 400 foot radius of existing or potential public water supply wells, and Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems. Extending the sewer main will enable access to homes within Zones I & II and reduce the risk of contamination. This funding will support the installation of a new sewage pumping station and extension of the sewer main in Winding River Road.

Sewer Main Replacements

The Greendale Avenue Route 128 sewer interceptor is in need of rehabilitation replacement. The existing sewer line is deteriorating and in need of rehabilitation replacement. This funding will replace or reline 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property in the Right of Way from Greendale Avenue near Cheney Street towards Route 128, and along the Route 128 Right of Way to Great Plain Avenue. This interceptor sewer collects and conveys waste water from numerous sewer lines. FY2019 funding will be allocated to a feasibility study for this project.

Sewer System Infiltration and Inflow Removal

The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system.

Sewer Enterprise Fund – Core Fleet Replacement

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
28	Sewer	Work Truck Class 3 Flat Bed	2001	Work Truck Class 3 Pick Up	$64,247
94	Sewer	Work Truck Class 2B Pick Up#	2014	Work Truck Class 3 Pick Up	$67,864
Total					$132,111

The vehicle will be retained as a backup vehicle.

ARTICLE 39: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,525,048 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	$355,048	
Water	Birds Hill Water Tank	$340,000	
Water	Water Distribution System Improvements	$830,000	
		$1,525,048	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

Birds Hill Water Tank
The water tank located at Birds Hill ensures that the Town is able to maintain proper operating system pressure of the water distribution system. The tank is filled through one central pipe at the bottom of the tank — and this is also how the tank is drained. The movement of water is therefore predominately at the bottom of the tank. This tank is 100 feet in diameter at the foundation and is 45 feet in elevation. This funding will allow the Town to install a mixing valve that will circulate water throughout the tank. The improved circulation will assist in maintaining chlorine levels inside the tank, improving water quality.

Water Distribution System Improvements

Water System Rehabilitation
Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2019 funding will support the replacement of 8 inch water mains on Bennington Street from High Street to Concord Street (unlined) and on Country Way (unlined).

Water Main Replacement
This request is to replace a total of 11,500 linear feet of 14 inch water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern, as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping, which at the time was approximately 19,000 linear feet. The 14 inch water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14 inch water main with a new 16 inch water main extending from Grove Street to Central Avenue. In FY2016, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. Unless circumstances require otherwise, FY2019 funding will be allocated to the construction of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street to Marked Tree Road to Oak Street, and Maple Street. The 14 inch water main will be replaced by a 16 inch water main.

Water Enterprise Fund Fleet Replacement – Specialty Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
14	Water	Heavy Truck Class 8 Dump Truck	2009	Heavy Truck Class 8 Dump Truck	$239,404
22	Water	Work Truck Class 4 Utility Box	2009	Work Truck Class 4 Utility Box	$115,644
Total					$355,048

TOWN RESERVE ARTICLES

ARTICLE 40: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $63,378 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020. The requested appropriation continues the method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2017), The balance in the fund as of March 30, 2018 was $4,380,174.

ARTICLE 41: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $141,413 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into

which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of is equal to the amount that the Town received from the sale of surplus equipment during FY2017. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 30, 2018 was $742,357.

ARTICLE 42: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,817,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $431,000 be raised from the Tax Levy, and that $1,386,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The October 2, 2017 Special Town Meeting appropriated $1,817,000 as a funding source for the reconstruction and expansion of Needham High School. The School Committee, Finance Committee and Board of Selectmen stated at that time their intent to restore the funding as soon as practicable. The balance in the fund as of March 30, 2018 was $26,749.

MARIJUANA ESTABLISHMENT ARTICLES

ARTICLE 43: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning

Board offers the following amendment. To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

(2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

(3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use	RRC SRA	SRB	GR	A-1,2 &3	I	IND	IND-1
Marijuana Establishment	N	N	N	N	N	N	N"

(4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"Use	B	CSB	CB	ASB	HAB
Marijuana Establishment	N	N	N	N	N"

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The issues around the legalization of marijuana in Massachusetts, first medicinal in 2013, followed by recreational in 2016, continue to require municipal action in order to appropriately regulate this new use at the local level. Currently, the Needham Zoning By-Law permits a Medical Marijuana Treatment Center in the Mixed Use-128 District and in the Industrial-1 District where marijuana may be grown, processed or sold and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District where marijuana may be sold but not grown or processed. At the

present time there is one Medical Marijuana Treatment Center in Needham, located at 29 Franklin Street, where medicinal marijuana is sold. Recreational marijuana establishments in Needham are currently prohibited under a zoning moratorium adopted at the May 2017 Annual Town Meeting, which is set to expire on December 31, 2018. The Massachusetts Cannabis Control Commission (CCC) has finalized its regulations, which provide that the CCC will begin accepting applications for recreational (adult use) marijuana establishments on April 1, 2018. Since Needham adopted its moratorium before the CCC was to begin licensing non-medical marijuana establishments, no recreational establishments may be permitted in Needham during the moratorium and such establishments would be prohibited under the Needham Zoning Bylaw as of January 29, 2018 if this amendment takes effect.

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016), but in Needham, the vote on Question 4 was 8,203 in favor and 9,964 against. On July 28, 2017 the Massachusetts State Legislature approved "An Act to Ensure Safe Access to Marijuana" which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Articles 43 and 44 are proposed to carry out and codify the action taken by the voters of the Town of Needham on Question 4 by prohibiting all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business in Needham. The amendment serves just to prohibit recreational marijuana establishments from locating in Needham and will not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham would all be unaffected by these changes.

ARTICLE 44: AMEND GENERAL BY-LAW/MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town's General Bylaws by adding a new Section 3.10, Marijuana Establishments, as follows:

"Section 3.10 Marijuana Establishments All types of "marijuana establishments" as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Needham. Exempt from the provisions of this prohibition are medical marijuana treatment centers operated under a medical use marijuana license in accordance with the provisions of G.L. c. 94I," or take any action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Included in this warrant under Article 43 is a proposal to amend the Zoning By-Law to prohibit the location of marijuana establishments in any zoning district in the Town of Needham. Chapter 55 of the Acts of 2017, An Act to Ensure Safe Access to Marijuana, is ambiguous as to whether a by-law prohibiting marijuana establishments in the Town must be zoning or general in nature. As such, Town Counsel has recommended that the Town adopt both a general and zoning by-law to enact such a prohibition.

GENERAL ARTICLES

ARTICLE 45: NON-BETTERMENT STREET ACCEPTANCE – PANDOLF LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Board of Selectmen in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Pandolf Lane; or take any other action relative thereto

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Pandolf Lane was constructed by a developer in conformance with the Town's design standards. This article, if accepted, will make Pandolf Lane a Public Way.

ARTICLE 46: AMEND GENERAL BY-LAW /PUBLIC CONSTRUCTION

To see if the Town will vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

"2.6.1 Building Design and Construction Department There is hereby established a Building Design and Construction Department under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building Committee as provided below, for which the Building Design and Construction Department will provide support."

And by deleting Section 2.6.2 and inserting in place thereof the following:

"2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter "Committee") responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town."

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

"2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or elected member of another standing Town board, committee or commission, except Town Meeting, or serve as an appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings."

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

"2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chair of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter "BMD") with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof (hereinafter "warrantees"), attic stock materials used therein, or work done thereon, and (2) post a digital copy of remaining records and reports on the Town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material provided to the User Agency and BMD determined to have no substantial value."

And by deleting Section 2.6.19, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this amendment is to update language to recognize the transfer of the building maintenance function to the Department of Public Works, to acknowledge that the role of the PPBC and Department includes both design and *construction, to widen the pool of candidates to be considered for membership on the PPBC, and to be consistent with modern practices. The name of the Department that previously included both design and construction and building maintenance has been the "Public Facilities Department." Now that the building maintenance function is a division of the Department of Public Works, the article would change the name of the remaining department to "Building Design and Construction Department." The existing By-Law restricts appointed members of standing committees from serving as members of the PPBC. The proposed revision would allow those appointed to standing committees that are not involved in the design, permitting or financing of public buildings to serve on the PPBC. The proposed amendment also reflects current administrative practices, such as archiving digital versions of construction documents rather than in paper at the Public Library.*

ARTICLE 47: AMEND GENERAL BY-LAW /CONTRACT PROCEDURES

To see if the Town will vote to amend the General By-Laws by deleting in Section 2.1.3 the sum $25,000 and inserting in place thereof the sum "$50,000," and by deleting the words "for Curriculum" after the words "Online Subscription Services," and by inserting at end of the Section the phrase "Appraisal Services for Revaluation 5," and by alphabetizing the list of contract types, or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The purpose of this article is to amend the Town's By-Laws to reflect recent changes made to municipal finance under the Municipal Modernization Act and to allow greater flexibility in procuring online subscription services (software as a service). MGL Chapter 30B section 4 was amended by changing the maximum dollar amount for which written quotes may be solicited from $25,000 to $50,000. The amendment to section 2.1.3 of the Town's By-laws would require Town Counsel's approval of the form of the contract in amount of $50,000 or more. The Act changed the frequency with which DOR must certify that local property assessments reflect fair cash valuation from every three years to every five years. The certification is a condition of approving the municipality's

property classifications for purposes of allocating responsibility for the local tax levy. In order to better ensure that an outside company which may assist the Town with its property valuation duties for taxation is under contract for the full certification cycle, the Town's By-Laws would be amended to allow contacts for Appraisal Services for Revaluation to be for up to five years. Without the addition of this type of contract, the Town is limited to three years. The amendment to strike "for Curriculum" from the contract length will enable the Town to enter into contracts greater than three years for online subscription services beyond those used for education. There are an increasing number of companies and organizations that are changing their service models to be subscription based, and in order to obtain better terms and conditions, and be more efficient, the ability to enter into agreements for non-curriculum subscription services for longer periods is needed. The final change would allow the Town Clerk to alphabetize the list of contracts in the Town's By-Laws.

ARTICLE 48: AMEND GENERAL BY-LAW /VACCINATION REQUIREMENT

To see if the Town will vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

"3.7.9 **Vaccination Requirement** Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Unvaccinated pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per animal, or by a non-criminal penalty of fifty dollars per animal."

Or take any other action relative thereto.

INSERTED BY: Town Clerk
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: MGL Chapter 140 Section 145B requires owners of dogs, cats, and ferrets to be vaccinated against rabies. Owners who do not quality for an exemption who fail to have a pet vaccinated shall be punished by a fine of not more than $100. The purpose of this proposed amendment to the General By-Laws is to authorize the Town to fine such violators in compliance with the revised State statute.

ARTICLE 49: REVOKE M.G.L. C. 44 SECTION 53F ½ - RTS ENTERPRISE FUND

To see if the Town of Needham will revoke the provisions of Chapter 44 Section 53F1/2 of the Massachusetts General Laws, ceasing the Solid Waste and Recycling services as an enterprise fund effective fiscal year 2020; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Assistant Town Manager Director of Finance, after consultation with a working group of citizens, has recommended that RTS operations be consolidated into the General Fund in FY2020. There have been growing service demands on the operations of the RTS over the years that do not generate revenue. The continuation of the pay-per-throw program and the elimination of the sticker fee are important components of the Town goal of encouraging greater recycling. The RTS Enterprise Fund has had a growing dependence on the General Fund in order to cover the cost of operations – a trend unlikely to reverse. It is also apparent that enterprise receipts are insufficient to fully fund even the basic infrastructure improvements that have been identified at the facility. The transition is proposed for FY202 in order to allow a smoother transition from Enterprise Fund to General Fund.

ARTICLE 50: HOME RULE PETITION/AMEND TOWN CHARTER

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows;

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 114 of the Acts of 2015 be amended as follows:

1. By striking out the terms "selectmen" and "board of selectmen" wherever they appear and inserting in place thereof the term "select board".

2. In Section 7. Town Meeting Members at Large, by striking out the word "chairmen" and inserting in place thereof the word "chair" and further amend the section by inserting at the end of the second paragraph of said Section 7 the following sentence: "The designation as a town meeting member at large under clause (e) of the first paragraph of this section shall apply to the chair of the elected board as of the tenth day following the annual town election."

3. By striking out Section 16 of the Charter and inserting in place thereof the following section:

   "Section 16. Select Board. There shall be a select board for the town consisting of 5 members elected at each annual town election for terms of 3 years. The select board is the entity historically known as the board of selectmen, and possesses all the duties, authorities, and legal rights and responsibilities of the Town of Needham's board of selectmen. The select board shall continue to have and exercise all the powers and duties vested in boards of selectmen by the laws of the commonwealth or by vote of the town, except as otherwise provided herein. For the

purposes of the charter and the by-laws of the town, the term "selectmen" or "board of selectmen" shall mean select board.

Members of the select board may be addressed as "select board member," or "board member," "selectwoman," or "selectman."

The select board shall have the general authority to execute the civil defense laws within the town and to make any declaration of emergency required by law."

4. In Section 19, Other Elected Officers, by striking out the words "3 members of the board of health for a term of 3 years" and inserting in place thereof the words "5 members of the board of health for a term of 3 years."

SECTION 2. At the annual town election in 2019 the two additional positions on the board of health shall be placed on the ballot. The candidate receiving the most votes shall be elected for a term of 3 years. The candidate receiving the second most votes will be elected for a term of 2 years. Thereafter each position shall be for a term of 3 years.

SECTION 3. This act shall take effect upon its passage."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: There are three facets of this proposed home rule petition: to clarify the designation of Town Meeting Members at large, to transition to gender-neutral language, and to expand the Board of Health from three members to five members. The designation of Town Meeting Member at Large applies to the chair of an elected board other than the Commissioners of Trust Funds. Because the Town election is held prior to the Annual Town Meeting, and the various boards and committees have different traditions as to when they elect a new chair, the proposed language would clarify that the designation as Town Meeting Member at Large will apply to the chair of the elected board as of the tenth day following the election.

The Board of Selectmen adopted a goal to review the Town By-Law and Charter to determine whether there is a need to update the language to eliminate reference to a single gender. The Board held a hearing on the subject of changing the name of the Board from "Board of Selectmen" to "Select Board," and feedback was overwhelmingly positive. The proposed home rule petition would make that change. Finally, the Board of Health has requested an expansion of its membership from three (3) elected members to five (5) elected members. Such an expansion would help Board of Health members plan, discuss, and work collaboratively, augment the available training and professional experience level, and provide more resources and expertise with which to accomplish the Board's mission.

ARTICLE 51: AMEND GENERAL BY-LAW /STORMWATER

To see if the Town will vote to amend the General By-Laws by inserting a new Article 7 as follows:

"ARTICLE 7

STORMWATER

SECTION 7.1 PURPOSE

The purpose of this By-Law is:

(a) To prevent pollutants from entering the Town of Needham's Municipal Separate Storm Sewer System (MS4);
(b) To prohibit illicit connections and unauthorized discharges to the (MS4) and to require the removal of all such illicit connections;
(c) To comply with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the U.S. Environmental Protection Agency (EPA), the Massachusetts Stormwater Standards regardless of the location of the subject property relative to wetlands or other resource areas, and the Memorandum of Understanding (MOU) issued to the Town of Needham by the EPA in 1996;
(d) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement;
(e) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff;
(f) To promote infiltration and the recharge of groundwater;
(g) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff, and;
(h) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

SECTION 7.2 DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

Alteration: Any activity that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, earthmoving, paving, and modification of existing vegetation.

Best Management Practices (BMPs): Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

Clean Water Act: The Federal *Water Pollution Control Act* (33 *U.S.C.* §§ 1251 *et seq.*) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Construction Site: Any site where activity is proposed or occurs that involves the alteration of land and involves a permit required by the Town.

Development: The alteration of land requiring an application for a building permit; or for a permit from the Planning Board, Board of Appeals, or Conservation Commission.

Illicit Connection: A surface or subsurface drain or conveyance that allows a discharge into the MS4 that is not entirely composed of stormwater or clean groundwater, including any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge: Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or clean groundwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface: Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops and swimming pools.

MOU: Memorandum of Understanding issued to the Town of Needham by the EPA in June 1996.

MS4 (Municipal Separate Storm Sewer System): The system of conveyances, owned or operated by the Town of Needham, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit: A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction – Construction or replacement of a structure, house or building which requires a Building Permit or construction/reconstruction of a parking lot requiring Planning Board or Board of Appeals approval.

Non-point Source Pollution: Rainfall or snowmelt that picks up pollutants as it moves across the ground.

Non-stormwater Discharge: A discharge that is not composed entirely of stormwater, such as sanitary waste or process water.

Operation and Maintenance (O&M) Plan: A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Plot Plan: The plan that accompanies an application for a Building Permit.

Point Source: Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

Pollutant: Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Needham's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

(a) Paints, varnishes, and solvents;
(b) Oil and other automotive fluids;
(c) Non-hazardous liquid and solid wastes and yard wastes;
(d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, accumulations and floatables;
(e) Excess pesticides, herbicides, and fertilizers;
(f) Hazardous materials and wastes;
(g) Sewage, fecal coliform and pathogens;
(h) Dissolved and particulate metals or nonmetals, including phosphorus;
(i) Animal wastes;
(j) Rock, sand, salt, silt, soils;
(k) Construction wastes and residues; and
(l) Noxious or offensive matter of any kind.

Recharge: The process by which groundwater and the underlying aquifer is replenished by the absorption of water.

Runoff: The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

Sanitary Sewer System: A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

Small Diameter Drain Program: A Town of Needham Program allowing the extension of the Town's drainage system (MS4) by a series of 6 inch, 8 inch and 10 inch drain pipes used to collect roof drains and clean sump pump discharges.

Stormwater: Water originating from rainfall, and snow/ice melt runoff.

Stormwater Management: The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

Watershed Management Plan: The plan developed for the Town of Needham subdividing watershed areas within the Town and depicting drainable soil areas appropriate for infiltration/recharge.

Waters of the Commonwealth: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

SECTION 7.3 ADMINISTRATION

7.3.1 The Board of Selectmen shall adopt, and may periodically amend, Rules and Regulations to effectuate the purposes of this By-Law, after conducting a public hearing to receive Public comment.

7.3.2 The Department of Public Works shall be responsible for the day-to-day administration of this By-Law and its Regulations.

7.3.3 The Department of Public Works shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

SECTION 7.4 APPLICABILITY

7.4.1 All persons required to obtain a Building Permit for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) shall be subject to the requirements of this Bylaw. All persons required to obtain Planning Board approval for a Site Plan or a Subdivision and/or a Board of Appeals Decision for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) are also subject to the requirements of this Bylaw.

7.4.2 All applications requiring Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval whether the issuance of a Building Permit is required or not shall include the Stormwater Management and Erosion Control provisions in the applications to the respective boards for their review and approval prior to the issuance of a Building Permit, or any development activity. The Department of Public Works shall participate in the review process and make recommendations to the Planning Board, Zoning Board of Appeals, and/or Conservation Commission as needed.

7.4.3 The applicant, or an agent thereof, shall obtain the approval of the Director of Public Works prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the Building Permit. The Director of Public Works shall approve or reject the change or modification in writing on the plot plan submitted within one (1) week of the receipt of such change or modification. In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a Building Permit or development activity, the respective Board or Commission's approval shall be obtained prior to any change or modification. The Director of Public Works, Planning Board, Zoning Board of Appeals, and/or Conservation Commission shall amend their original approvals and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

SECTION 7.5 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

7.5.1 Prohibited Activities

7.5.1.1 Illicit Discharges No person shall cause or allow an illicit discharge into the MS4 or into the Waters of the Commonwealth. This By-Law shall not exempt stormwater discharges from regulations under the National Pollutant Discharge Elimination System (NPDES) stormwater program where applicable.

7.5.1.2 Illicit Connections No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.5.1.3 Obstruction of Municipal Storm Drain System No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the Director of Public Works.

7.5.2 Regulated Activities

7.5.2.1 No person shall connect a pipe or other appurtenance to the Town of Needham Sanitary Sewer System or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without receiving an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.5.2.2 No person shall allow a pipe, swale or other point source to discharge onto a Public Way.

7.5.3 Exemptions The following Non-Stormwater Discharges are exempt from the requirements of this By-Law:

(a) Water line flushing;
(b) Landscape irrigation;
(c) Diverted stream flows;
(d) Rising ground waters,
(e) Uncontaminated ground water (groundwater that is free of pollutants);
(f) Discharges from potable water sources;
(g) Air conditioning condensation;
(h) Lawn watering;
(i) Flows from wetland resource areas;
(j) Discharges or flows from firefighting activities; and
(k) Discharges necessary to protect public health, safety, welfare or the environment.

SECTION 7.6 EMERGENCY SUSPENSION OF STORM DRAIN SYSTEM ACCESS

The Director of Public Works may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the Department of Public Works may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.7 STORMWATER MANAGEMENT AND EROSION CONTROL

7.7.1 Regulated Activities

7.7.1.1 Any activity requiring a Building Permit for new construction, addition greater than 25% of the existing building footprint, in-ground pool, or out building shall be subject to the requirements of this Bylaw.

7.7.1.2 A Stormwater Management and Erosion Control plan shall be required prior to undertaking any alteration of land that requires a Building Permit, Planning Board Decision, Zoning Board of Appeals Decision, and/or Conservation Commission Permit or Order.

7.7.2 Exempt Activities The following activities shall be exempt from this By-Law:

(a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this By-Law;
(b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the *Zoning Act, M.G.L.* c. 40A, § 3;
(c) Customary cemetery management;
(d) Normal maintenance of Town-owned public land, ways, public utilities and appurtenances; and
(e) Emergency activities necessary to protect public health or safety.

7.7.3 General Requirements

7.7.3.1 A Stormwater Management and Erosion Control plan shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any development activity.

7.7.3.2 The Stormwater Management and Erosion Control plan shall include provisions for a siltation/sedimentation barrier, stormwater recharge, stormwater runoff quality controls, and other structural and non-structural Best Management Practices to increase groundwater recharge and remove pollutants from stormwater. The Plan shall show an infiltration system with a minimum combined volumetric capacity of one (1) inch of rainfall depth over the total impervious area of the property (buildings and impervious surfaces).

7.7.3.3 As one option to satisfy Sections 7.7.3.1 and 7.7.3.2, for residential and commercial development with 4,000 square feet of impervious area or less, a Standard Infiltration Method (SIM) may be utilized consisting of the installation of drywells at one or more corners of the main dwelling/building to collect the roof runoff from the structure.

7.7.3.4 If drywells cannot be installed due to unsuitable soil type as identified on the town's Watershed Management Plan or due to shallow depth to groundwater, a small diameter drain shall be extended from the Town's stormwater drainage system (MS4) down gradient of the property to the property to collect the roof runoff from the main dwelling. If there is no portion of a drainage system within 100 feet of the property, the property owner shall contribute to a fund for the Town to construct a communal infiltration system on Town property. The contribution shall be an amount as determined by the Board of Selectmen per cubic foot of stormwater required to be recharged as described above.

7.7.3.5 An Operation and Maintenance Plan (O&M Plan) shall be submitted to the Director of Public Works for approval with the application for a Building Permit, Planning Board application, Board of Appeals application, or Conservation Commission application pursuant to this bylaw.. The Operation and Maintenance Plan shall be designed to ensure compliance with this By-Law in all seasons and throughout the life of the system. The O&M Plan shall be signed by the property owner.

7.7.3.6 Except as provided for in Section 7.7.3.3, as-built drawings stamped by a Massachusetts Registered Professional Engineer showing all stormwater management systems shall accompany the ss-built Plot Plan at the completion of a project.

7.7.4 Design Criteria All Development shall satisfy the following design criteria:

(a) Compliance with all applicable provisions of the Massachusetts Stormwater Standards issued in 1996 as amended, regardless of the proximity of the development to resource areas or their buffer

zones, as defined by the *Wetlands Protection Act, M.G.L.* c. 131, § 40 and its implementing regulations.

(b) Compliance with the NPDES MS4 Permit Number M041237 approved September 2003, as amended.

(c) Compliance with the MOU issued to the Town by the EPA in June 1996 as amended through January 2001.

(d) Erosion and sediment controls must be implemented to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance and construction activities.

(e) There shall be no change to the existing conditions of abutting properties from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, sedimentation or impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection By-Law.

(f) When any proposed discharge may have an impact upon streams, wetlands and/or storm sewers, the Director of Public Works may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.8 MAINTENANCE OF STORMWATER FACILITIES

[Reserved]

SECTION 7.9 SEVERABILITY

If any provision of this Article shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof.

SECTION 7.10 ENFORCEMENT

The Department of Public Works shall enforce this By-Law, and any regulations, orders, violation notices, and enforcement orders made pursuant to this By-Law as follows:

7.10.1 The Director of Public Works may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include (but are not limited to) an order to:

(a) eliminate illicit connections or discharges to the MS4;
(b) perform monitoring, analyses, and reporting;
(c) cease and desist unlawful discharges, practices, or operations; and
(d) remediate contamination in connection therewith.

7.10.2 If the Director of Public Works determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, it shall be a violation of this By-Law and the Director of Public Works may, at his or her option, authorize such work.

7.10.3 Any person or entity aggrieved by a decision of the Director of Public Works under this provision of this Stormwater By-Law may submit a letter of appeal to the Board of Selectmen who may affirm, amend, or overrule that decision.

7.10.4 If a person violates the provisions of this By-Law, or any regulation, permit, notice, or order issued thereunder, the Director of Public Works, with the approval of the Board of Selectmen, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

7.10.5 The remedies set forth in this Section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law."

7.11 EFFECTIVE DATE

This Stormwater By-Law shall be effective on October 1, 2018."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In June 1996, the Town of Needham entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) agreeing to undertake a cleanup of its stormwater discharges into the Charles River. In May 2000, the Town agreed to incorporate the comments from the EPA and its consultant, the Center for Watershed Protection, into its Stormwater Management Plan. The Center for Watershed Protection recommended that all building permits receive approval from the DPW to ensure proper handling of stormwater and that the Town adopt stormwater regulations, similar to DEP Stormwater Regulations, to improve water quality throughout the Town.

In July 2003, the Environmental Protection Agency (EPA) finalized its National Pollutant Discharge Elimination System (NPDES) Phase II regulations for stormwater. The regulations required municipalities with separate storm sewer systems (MS4s) to improve stormwater quality within all urbanized areas to the Maximum Extent Practicable (MEP). It also required municipalities to obtain a permit from the EPA (administered in conjunction with the MA DEP) to allow stormwater discharges into the "Waters of the Commonwealth." The 2003 regulations specified that a bylaw or other regulatory mechanism be adopted by the Town to provide the authority to enforce the 2003 regulations. For the initial five (5) year permit period, the Town elected to utilize existing regulatory mechanisms that had already been established and routinely exercised.

In 2016, the EPA revised the NPDES Phase II regulations for stormwater. The new 2016 regulations require municipalities to undertake substantial efforts to further clean stormwater prior to its discharge into wetlands, streams, ponds, and other resource areas by meeting certain Water Quality Standards (WQS) and Total Maximum Daily Loads (TMDLs). One of the requirements in the 2016 regulations mandates that municipalities create a Stormwater By-Law that, at a minimum, addresses the following areas of concern (termed "minimum control measures"):Illicit Discharge, Detection and Elimination, Construction/Erosion and Sediment Control, and Post-Construction Stormwater Management.

The Illicit Discharge, Detection and Elimination minimum control measure involves searching, documenting and removing sanitary sewer connections to the Town's stormwater drainage system. This is an ongoing monitoring program of investigation through the use of closed circuit television cameras and stormwater sampling to detect, document and remove sanitary sewage from the stormwater discharging into resource areas in Needham.

The Construction Erosion and Sediment Control minimum control measure involves the creation of a set of requirements to ensure that construction sites resulting in an area equal to or greater than one acre of

land disturbance are well-maintained and are kept in a neat and clean manner. It also involves requirements designed to prevent, minimize or eliminate sediments from leaving the construction area, and stipulates minimum inspection criteria and documentation standards.

The Post-Construction Stormwater Management minimum control measure involves the creation of a set of requirements to reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites equal to or greater than one acre of land disturbance.

The 2016 NPDES Regulations also identified Needham as one of the communities required to meet phosphorus and pathogen TMDLs within 20 years of the regulation's effective date (July 1, 2018). The requirement mandates that the Town reduce its phosphorus load by forty-five percent (45%). A Phosphorus Control Plan is required to be submitted in three phases over a fifteen year period with the first phase due within five years of the effective date. The Department of Public Works and its consultant have determined that the 20 year control plan and implementation period is not "practicable" and have instead proposed a 40 year implementation plan based on the current rate of building permit applications meeting certain construction criteria. In order to implement the plan, drywells will need to be included in plans for certain building permit applications.

The proposed Phosphorus Control Plan will allow the Town to reduce its phosphorus discharges at the pace of development, and will substantially reduce the cost of implementation. The drywell method selected will also reduce pathogens and will have the consequential effect of substantially reducing the volume of stormwater entering the Town's drainage system, thereby reducing flooding on Town streets.

ARTICLE 52: AMEND GENERAL BY-LAW / NON-CRIMINAL DISPOSITION

To see if the Town will vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

"U. Vaccination Requirements (Section 3.7.9)
Enforcement Agent: Animal Control Officer
Fine Schedule: $50 per offense."

2. inserting a new Section 8.2.2.9 Stormwater Regulation (Article 7) as follows:

" **8.2.2.9 Stormwater Regulation (Article 7)**
Enforcement Agent: Director of Public Works, Town Engineer
Fine Schedule
First Offense - $0
Second Offense – failure to cure offense within 15 days' of notice of first offense - $50 - each day being a separate offense.
Subsequent Offences – failure to cure within 15 days' notice of second offense - $100 - each day being a separate offense."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article will amend the non-criminal disposition schedule to include animal vaccinations and stormwater regulations in the event that Town Meeting approves the General By-Law revisions contained in articles 48 and 51 of this warrant.

ARTICLE 53: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 13th day of February, 2018.

MARIANNE B. COOLEY, *Chair*
DANIEL P. MATTHEWS, *Vice Chair*
JOHN A. BULIAN, Clerk
MAURICE P. HANDEL
MATTHEW D. BORRELLI

Selectmen of Needham

A true copy,
ATTEST _____ **2018**
Constable (month) (day)
ATTEST _____ **2018**
Constable (month) (day)

Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2017

	Budget	Date of Action	Amount
1	Public Facilities Department - High School Feasibility	4-Jan-17	$10,000
2	Department of Public Works - Snow & Ice	28-Jun-17	$596,330
3	Town Counsel - Legal Services	28-Jun-17	$103,425
4			
	Total Approved from General Reserve Fund		**$709,755**
	RTS - Fence Installation	19-Apr-17	$9,750
	Total Approved from RTS Reserve Fund		**$9,750**
	Total Approved from Sewer Reserve Fund		**$0**
	Water - Water Main Break	28-Jun-17	$5,068
	Total Approved from Water Reserve Fund		**$5,068**

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of April 06, 2018
(Excludes Seasonal, Temporary and Intermittent Positions

TITLE	GRADE	ANNUALIZED SALARY RANGE
GENERAL GOVERNMENT		
Board of Selectmen/Town Manager		
Town Manager	Contract	Contract
Support Services Manager	K-22	$76,810 - $95,244
Department Assistant 2	I-13	$19.85 - $24.91/hour
Administrative Assistant	I-14	$21.58 - $27.06/hour
Assistant Town Manager/Dir. of Ops.	K-28	$121,126- $150,196
Administrative Coordinator - HR	G-15	$23.68 - $29.71/hour
Director of Human Resources	K-25	$98,967- $122,720
Asst. Dir. Of Human Resources	GE-20	$62,790 - $78,721
Town Clerk		
Town Clerk	Elected	$99,839
Assistant Town Clerk	GE-18	$52,084 - $65,344
Department Assistant 2	I-13	$19.85 - $24.91/hour
Department Specialist	I-14	$21.58 - $27.06/hour
Legal		
Town Counsel	Sch C	$75,140
FINANCE		
Assessors		
Director of Assessing	K-24	$91,581 - $113,561
Asst. Director of Assessing	GE-20	$62,790 - $78,721
Field Assessor	I-18	$26.71 - $33.51/hour
Department Specialist	I-14	$21.58 - $27.06/hour
Department Assistant 1	I-12	$18.12 - $22.73/hour
Finance Department		
Asst Town Manager/Dir. of Finance	K-28	$121,126- $150,196
Finance & Procurement Coordinator	GE-21	$67,294 - $84,454
Parking Clerk	Sch C	$25.50/hour
Accounting		
Town Accountant	K-24	$91,581 - $113,561
Assistant Town Accountant	GE-20	$62,790 - $78,721
Administrative Specialist	I-15	$23.68 - $29.71/hour
Department Specialist	I-14	$21.58 - $27.06/hour
Payroll Coordinator	I-18	$26.71 - $33.51/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
Information Technology Center		
Director, MIS	K-25	$98,967- $122,720
GIS/Database Administrator	IE-20	$98,967- $122,720
Computer Operator	I-15	$23.68 - $29.71/hour
Network Manager	IE-23	$77,161.50 - $96,798.00
Applications Administrator	IE-20	$62,790.00- $78,721.50
Technology Support Technician	I-19	$29.32 - $36.79/hour
Treasurer/Collector		
Treasurer/Collector	K-24	$91,581 - $113,561
Assistant Treasurer/Collector	GE-20	$62,790 - $78,721
Department Specialist	I-14	$21.58 - $27.06/hour
Department Assistant 2	I-13	$19.85 - $24.91/hour
Department Assistant 1	I-12	$18.12 - $22.73/hour
Finance Committee		
Finance Comm. Exec. Secretary	GE-19	$57,174 - $71,740

PUBLIC SAFETY

Police Department		
Police Chief	Contract	Contract
Lieutenant	P-3	$110,700 - $123,389
Sergeant	P-2	$32.69 - $38.81/hour
Police Officer	P-1	$22.84 - $31.56/hour
Animal Control Officer	GU-16	$23.57 - $29.58/hour
Administrative Specialist	I-17	$25.89 - $32.48/hour
Police Maintenance Assistant	GU-15	$22.20 - $27.86/hour
Administrative Assistant	I-14	$21.58 - $27.06/hour
Department Assistant 2	I-13	$19.85 - $24.91/hour
Public Safety Dispatcher	GU-15	$22.20 - $27.86/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
Fire Department		
Fire Chief	Contract	Contract
Deputy Fire Chief Operations	F-5	$48.83 - $53.38/hour
Deputy Fire Chief	F-4	$38.94 - $46.24/hour
Fire Captain	F-3	$37.00 - $40.45/hour
Fire Lieutenant	F-2	$31.39 - $37.20/hour
Firefighter	F-1	$23.64 - $31.42/hour
Fire Inspector (40 hours)	F-1	$24.83 - $32.97/hour
EMS Administrator	F-1	$24.83 - $32.97/hour
Director of Administrative Services	IE-20	$62,790.00- $78,721.50
Administrative Assistant	I-14	$21.58 - $27.06/hour
Public Safety Dispatch Super.	GU-19	$27.48 - $34.49/hour
Public Safety Dispatcher	GU-15	$22.20 - $27.86/hour
Building		
Building Commissioner	K-24	$91,581 - $113,561
Assistant Building Commissioner	GE-21	$67,294.50 - $84,454.50
Inspector of Plumbing and Gas	G-19	$29.32 - $36.79/hour
Inspector of Wires	G-19	$29.32 - $36.79/hour
Local Building Inspector	G-20	$32.20 - $40.37/hour
Administrative Specialist	I-15	$23.68 - $29.71/hour
Department Assistant 2	I-13	$19.85 - $24.91/hour

PUBLIC WORKS

Administration		
Director of Public Works	K-28	$121,126- $150,196
Assistant Director of Public Works	K-26	$106,354 - $131,878
Supervisor of Administration, DPW	K-22	$76,810 - $95,244
Senior Admin. Coordinator	I-17	$25.89 - $32.48/hour
Department Specialist	I-14	$25.89 - $32.48/hour
Department Assistant 2	I-13	$19.85 - $24.91/hour
Administrative Specialist	I-15	$23.68 - $29.71/hour
Administrative Analyst	GE-18	$52,084 - $65,344
Engineering Division		
Town Engineer	K-26	$106,354 - $131,878
Assistant Town Engineer	GE-22	$72,052 - $90,402
Contract Administrator	GE-21	$67,294 - $84,454
Civil Engineer	GE-19	$57,174 - $71,740
Survey Party Chief	GU-18	$25.04 - $31.41/hour
Senior AutoCad Technicain	GU-19	$27.48 - $34.49/hour
AutoCad Technician	GU-16	$23.57 - $29.58/hour
Engineering Aide	GU-15	$23.57 - $29.58/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
Garage Division		
Fleet Supervisor	K-22	$76,810 - $95,244
Master Mechanic	W-7	$28.10 - $33.36/hour
Equipment Mechanic	W-5	$23.76 - $28.43/hour
Highway Division		
Division Super. Highway	K-24	$91,581 - $113,561
Assistant Superintendent - Highway	GE-20	$62,790 - $78,721
Public Works Specialist 2	W-5	$23.76 - $28.43/hour
Public Works Technician	W-5	$23.76 - $28.43/hour
Working Foreman	W-6	$25.64 - $30.71/hour
Laborer 2	W-2	$19.43 - $23.40/hour
HMEO	W-4	$22.14 - $26.60/hour
Craftsworker	BT-2	$23.93- $28.80/hour
Park & Forestry Division		
Division Super. Parks	K-24	$91,581 - 113,561
Assistant Superintendent - Parks	GE-20	$62,790 - $78,721
Working Foreman	W-6	$25.64 - $30.71/hour
Tree Climber	W-4	$22.14 - $26.60/hour
Craftsworker	BT-2	$23.93- $28.80/hour
HMEO	W-4	$22.14 - $26.60/hour
Laborer 3	W-3	$20.82 - $24.94/hour
Laborer 2	W-2	$19.43 - $23.40/hour
Recycling & Transfer Station		
Division Super. Solid Waste	K-24	$91,581 - $113,561
Assistant Superintendent - RTS	GE-20	$62,790 - $78,721
Working Foreman	W-6	$25.64 - $30.71/hour
Public Works Specialist 1	W-4	$22.14 - $26.60/hour
HMEO	W-4	$22.14 - $26.60/hour
Laborer 2	W-2	$19.43 - $23.40/hour
Water Division		
Division Super. Water & Sewer	K-24	$91,581 - $113,561
Water Treatment Facility Manager	GE-21	$67,294 - $84,454
Pumping Station Operator	W-5	$23.76 - $28.43/hour
Public Works Inspector	W-6	$25.64 - $30.71/hour
Working Foreman	W-6	$25.64 - $30.71/hour
Public Works Technician	W-5	$23.76 - $28.43/hour
HMEO	W-4	$22.14 - $26.60/hour
Craftsworker	BT-2	$23.93- $28.80/hour
Laborer 3	W-3	$20.82 - $24.94/hour
Laborer 2	W-2	$19.43 - $23.40/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
Building Maintenance Division		
Director of Building Maintenance	K-26	$106,354 - $131,878
Department Specialist	I-14	$21.58 - $27.06/hour
Administrative Analyst	GE-18	$52,084 - $65,344
Department Assistant 2	I-13	$19.85 - $24.91/hour
Senior Custodian 1	BC-2	$22.26 - $26.61/hour
Senior Custodian 2	BC-3	$23.36 - $27.93/hour
Custodian	BC-1	$19.41 - $23.19/hour
Warehouse Person	BT-1	$21.79 - $26.20/hour
HVAC Technician	BT-4	$29.98 - $36.08/hour
Carpenter	BT-3	$26.29 - $31.64/hour
Craftsworker	BT-2	$23.93- $28.80/hour
Plumber	BT-3	$26.29 - $31.64/hour
Electrician	BT-3	$26.29 - $31.64/hour
Sewer Division		
Assistant Superintendent - Sewer & Wat	GE-20	$62,790 - $78,721
HMEO	W-4	$22.14 - $26.60/hour
Pumping Station Operator	W-5	$23.76 - $28.43/hour
Chief Pumping Station Operator	W-7	$28.10 - $33.36/hour
Public Works Inspector	W-6	$25.64 - $30.71/hour
Working Foreman	W-6	$25.64 - $30.71/hour
Craftsworker	BT-2	$23.93- $28.80/hour

PUBLIC FACILITIES

Division of Public Facilities		
Director of Design and Construction	K-26	$106,354 - $131,878
Senior Project Manager	K-23	$84,196 - $104,403
Project Manager	K-22	$76,810 - $95,244
Facility Operations Shift Supervisor	GE-20	$62,790 - $78,721
Administrative Specialist	I-15	$23.68 - $29.71/hour

HEALTH AND HUMAN SERVICES

Division of Public Health		
Director of Health and Human Services	K-25	$98,967- $122,720
Assistant Director of Public Health	GE-22	$72,052 - $90,402
Environmental Health Agent	I-20	$32.20- $40.37/hour
Public Health Nurse	IE-20	$62,790.00- $78,721.50
Program Coordinator	G-16	$25.14 - $31.55/hour
Sr. Program Coordinator	G-20	$32.20 - $40.37/hour
Administrative Coordinator	I-15	$23.68 - $29.71/hour
Department Assistant 2	I-13	$19.85 - $24.91/hour

TITLE	GRADE	ANNUALIZED SALARY RANGE
Division of Aging Services		
Director of Aging Services	K-24	$91,581 - $113,561
Assistant Director of Aging Services	GE-20	$62,790 - $78,721
Social Worker 2	IE-19	$57,174 - $71,740.50
Program Coordinator	G-16	$57,174 - $71,740.50
Division of Youth Services		
Director of Youth Services	K-23	$84,196 - $104,403
Social Worker 2	IE-19	$57,174 - $71,740.50
Administrative Assistant	I-14	$57,174 - $71,740.50

PLANNING & COMMUNITY DEVELOPMENT

Planning		
Director of Planning & Comm. Develop	K-25	$98,967- $122,720
Assistant Town Planner	GE-19	$57,174 - $71,740
Director of Economic Development	K-22	$76,810 - $95,244
Administrative Assistant	I-14	$21.58 - $27.06/hour
Community Development		
Director of Conservation	K-22	$76,810 - $95,244
Administrative Specialist	I-15	$23.68 - $29.71/hour
Conservation Specialist	I-17	$25.89 - $32.48/hour

CULTURE AND LEISURE SERVICES

Library		
Director of Public Library	K-24	$25.89 - $32.48/hour
Assistant Director of Public Library	GE-21	$67,294 - $84,454
Reference Supervisor	GE-19	$57,174 - $71,740
Children's Supervisor	GE-19	$57,174 - $71,740
Technology Specilalist/Archivist	GE-19	$57,174 - $71,740
Tech. Services Supervisor	GE-19	$57,174 - $71,740
Reference Librarian/AV Specialist	GE-18	$52,084 - $65,344
Reference Librarian/Program Specialist	GE-18	$52,084 - $65,344
Circulation Supervisor	GE-17	$50,485 - 63,336
Assistant Children's Librarian	G-15	$23.68 - $29.71/hour
Assistant Cataloger	G-14	$21.58 - $27.06/hour
Administrative Specialist	I-15	$23.68 - $29.71/hour
Library Assistant PT	G-13	$19.85 - $24.91/hour
Library Assistant FT	G-13	$19.85 - $24.91/hour
Park & Recreation		
Director of Park and Recreation	K-24	$91,581 - $113,561
Assistant Director	GE-20	$62,790 - $78,721
Recreation Supervisor	I-16	$25.14 - $31.55/hour
Administrative Specialist	I-15	$23.68 - $29.71/hour

NEEDHAM PUBLIC SCHOOLS *OPERATING BUDGET CLASSIFICATION*	Budgeted FY 2014 Funded FTE	Budgeted FY 2014 Salary * Minimum	Budgeted FY 2014 Salary * Maximum	Budgeted FY 2015 Funded FTE	Budgeted FY 2015 Salary * Minimum	Budgeted FY 2015 Salary * Maximum	Budgeted FY 2016 Funded FTE	Budgeted FY 2016 Salary * Minimum	Budgeted FY 2016 Salary * Maximum	Budgeted FY 2017 Funded FTE	Budgeted FY2017 Salary * Minimum	Budgeted FY2017 Salary * Maximum
Superintendent	1.00	191,617		1.00	198,324		1.00	207,249		1.00	216,575	
Central Administrators	4.00	134,890	147,528	4.00	134,000	153,429	4.00	139,000	167,000	4.00	144,000	167,000
High School Principal	1.00	142,865		1.00	148,437		1.00	153,000	168,000	1.00	146,000	168,000
Middle School Principals	2.00	123,524	127,371	2.00	127,500	128,156	2.00	130,000	144,000	2.00	130,000	144,000
Elementary Principals	5.00	114,080	136,496	5.00	120,664	141,956	5.00	126,000	137,000	5.00	124,500	132,000
High School Assistant Principals	3.00	85,640	120,134	3.00	89,065	124,939	3.00	91,514	128,375	3.00	92,887	130,300
Middle School Assistant Principals	2.00	79,857	113,718	2.40	84,266	119,998	2.40	86,584	123,298	2.40	87,883	125,147
Elementary Assistant Principals	1.50	73,149	107,364	3.00	76,075	111,658	3.00	78,168	114,729	3.00	79,340	116,450
K-12 Directors	7.00	72,552	115,308	7.00	77,439	122,646	7.00	79,569	126,019	7.00	80,762	130,520
Directors of Special Education	3.00	81,804	122,573	3.50	77,931	124,037	3.50	80,074	127,448	2.50	81,275	130,520
Special Education/ 6-8 Curriculum Coordinators	6.67	73,418	109,982	3.97	78,313	115,857	5.47	80,466	119,043	10.97	81,673	120,828
Assistant Athletic Director **				0.50	52,000		0.50	54,080		0.50	56,243	
Department Chairs K-8 Literacy Coordinators	7.00	73,418	108,616	5.90	78,313	118,753	8.30	80,466	122,019	5.00	83,715	123,849
Teachers Guidance Counselors Psychologists Therap	438.06	44,621	93,520	466.97	46,294	97,027	468.38	47,058	99,307	475.69	47,764	100,797
Nurses	8.45	44,621	93,520	8.56	46,294	97,027	8.56	47,058	99,307	10.06	47,764	100,797
Instructional Assistants	103.08	$15.71976/hr	$31.30930/hr	99.15	$15.79836 hr	$31.36164/hr	104.59	$15.87735/hr	$32.8199/hr	104.75	$16.03613/hr	$33.14810/hr
Permanent Substitutes	2.29	$14.87/hr		2.29	$15.17/hr		2.29	$15.47/hr		3.29	$15.70/hr	
Network Administrator Engineer	1.00	98,180		1.50	67,000	102,107	1.50	69,680	110,439	2.00	69,680	110,439
Information Technology Database Administrators	2.00	75,312	86,878	2.50	53,000	90,353	3.00	53,000	119,600	4.00	53,000	119,600
Instructional Technology Operations Manager				1.00	72,500		1.00	NA	NA	-	NA	NA
Computer Technicians	7.00	$23.6965/hr	$29.9664 hr	8.00	$24.1704/hr	$31.0213/hr	7.00	$24.8472/hr	$31.8898/hr	6.50	$25.5429/hr	$32.7828 hr
School Office Assistants	12.36	$14.3892/hr	$18.9384/hr	12.54	$14.6770/hr	$19.5104/hr	12.54	$15.0879 hr	$20.0567/hr	12.17	$15.5104 hr	$20.6182 hr
Mail Carrier Production Center Operator	1.00	$17.6876/hr	$23.2884/hr	1.00	$18.0414/hr	$23.9917 hr	1.00	$18.5465 hr	$24.6634/hr	1.00	$19.0658 hr	$25.3540/hr
Secretaries/ Accounts Payable/ Bookkeepers/ Payroll C	33.64	$17.6876 hr	$28.2471 hr	33.04	$18.0414/hr	$29.1001/hr	32.7	$18.5465 hr	$29.9149/hr	34.29	$19.0658/hr	$30.7525 hr
Director of Planning & Community Education **	0.10	103,750		0.10	107,900		0.10	107,900	116,705	0.20	107,900	116,705
Volunteeer Coordinator **	0.09	56,598		0.09	58,862		0.09	56,598	61,215	0.09	56,598	61,215
Executive Administrative Secretaries **	5.00	$32.1099/hr	$42.0516 hr	5.00	57,710	82,580	5.00	57,710	89,319	3.97	57,710	89,319
Bus/Van Drivers	5.86	$15.11 hr	$16.78/hr	5.86	$15.49/hr	$17.20/hr	6.57	$15.49 hr	$24.67/hr	6.57	$16.27 hr	$24.67/hr
Bus Van Monitors	0.71	$13.11 hr	$14.55/hr	1.14	$13.44/hr	$14.91/hr	1.29	$13.44 hr	$15.67/hr	1.29	$14.12/hr	$15.67 hr
Human Resources Specialist **	1.00	51,356		1.00	$29.23/hr		1.00	58,000	60,320	0.98	58,000	60,320
Lead Payroll Supervisor **				1.00	61,360		1.00	61,360	66,367	0.97	61,360	66,367
Lead Accountant **	0.20	62,213		0.20	65,634		0.20	65,634	73,052	0.98	65,634	73,052
Business Coordinator	1.00	71,120		1.00	65,520		1.00	65,520		1.00	75,032	
Asst. Director Finance & Human Resources				1.00	75,032		1.00	83,512		1.00	94,000	
Total	665.91			695.20			705.97			718.16		
							-			-		

* All salares expressed in full-time equivalent terms
** Partially Funded in Operating Budget

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DEBT APPENDIX A

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Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Central Ave & Elliot Street Bridge Construction	May-15	43	$500,000	Jan-27	4.00%	69,889	68,000	66,000	64,000	62,000	60,000	220,000	
Central Ave & Elliot Street Bridge Design	May-14	39	$250,000	Nov-18	3.67%	66,250	63,750						
DPW Garage Bays	May-13	42	$800,000	May-24	2.09%	91,600	90,000	88,400	86,800	85,200	83,600	82,000	
High School Cafeteria Construction	Nov-15	11	$1,500,000	Jan-27	4.00%	209,667	204,000	198,000	192,000	186,000	180,000	660,000	
Kendrick Street Bridge Repair	May-10	35	$750,000	Aug-21	2.21%	82,688	81,188	79,594	77,813	75,938			
MWPAT 98-92 (Stormwater)	May-98	7	$364,979	Aug-19	(see note)	31,149	29,874	28,567					
Pollard School Boiler Replacement	May-13	40	$95,000	May-18	2.00%	20,400							
Pollard School Boiler Replacement	May-13	40	$565,000	Jul-21	3.22%	80,150	78,050	75,950	73,500	71,050			
Pollard School Roof Replacement	Nov-10	10	$725,000	Jul-22	3.67%	90,125	82,600	79,800	77,000	74,200	71,400		
Property Acquisition - 37-39 Lincoln Street	May-12	31	$25,000	May-18	2.00%	5,100							
Property Acquisition - 37-39 Lincoln Street	May-12	31	$605,000	Nov-32	3.39%	45,750	44,550	43,350	42,300	41,400	40,500	188,963	164,138
Property Acquisition - 51 Lincoln Street	Nov-12	17	$150,000	May-18	2.00%	35,700							
Property Acquisition - 51 Lincoln Street	Nov-12	17	$950,000	Nov-32	3.39%	74,575	72,575	70,575	68,825	67,325	65,825	283,444	246,206
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	$117,500	May-18	2.00%	25,500							
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	$1,005,000	Nov-32	3.39%	76,250	74,250	72,250	70,500	69,000	67,500	314,938	273,563
Property Acquisition - 66 - 70 Chestnut Street	Nov-13	22	$1,330,000	Nov-33	3.35%	110,950	108,150	105,350	102,550	99,750	96,950	443,275	457,800
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	$52,500	Jul-32	2.93%	4,210	4,105	3,985	3,865	3,745	3,625	13,893	10,695

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Public Services Administration Building	Oct-08	5	$100,000	Jul-22	3.69%	12,150	11,800	11,400	11,000	10,600	10,200		
Public Services Administration Building (Series I)	Oct-08	5	$4,000,000	Aug-26	3.16%	312,525	306,225	299,325	292,125	284,625	276,825	946,388	
Public Services Administration Building (Series II)	Oct-08	5	$1,000,000	Dec-24	3.07%	82,356	80,488	78,538	86,438	84,094	81,563	155,250	
Public Works Infrastructure Program	May-10	36	$306,500	Jul-17	2.72%	10,150							
Public Works Infrastructure Program	May-11	39	$600,000	Jul-17	2.82%	121,800							
Public Works Infrastructure Program	May-13	41	$100,000	May-18	2.00%	25,500							
Public Works Infrastructure Program	May-12	33	$210,000	May-18	2.00%	51,000							
Public Works Infrastructure Program	May-10	36	$129,000	May-18	2.00%	30,600							
Public Works Infrastructure Program	May-11	39	$150,000	May-18	2.00%	35,700							
Public Works Infrastructure Program	May-12	33	$190,000	Nov-18	3.67%	50,350	48,450						
Public Works Infrastructure Program	May-13	41	$500,000	Nov-18	3.60%	132,500	127,500						
Public Works Infrastructure Program	May-14	38	$580,000	Nov-18	3.67%	153,700	147,900						
Public Works Infrastructure Program	May-15	42	$750,000	Jan-21	4.00%	229,833	222,000	214,000	156,000				
Senior Center (Series I)	Nov-11	14	$1,000,000	Nov-32	3.38%	75,506	73,506	71,506	69,756	68,256	66,756	311,219	251,291
Senior Center (Series II)	Nov-11	14	$5,050,000	Jul-33	3.54%	398,575	390,925	383,275	374,350	365,425	357,775	1,642,444	1,676,406
Senior Center (Series III)	Nov-11	14	$1,050,500	May-34	2.83%	78,200	77,100	76,000	74,900	73,800	72,700	324,925	336,325
Street & Traffic Light Improvements	May-08	42	$25,000	Nov-17	3.34%	5,100							

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Title V Loans	May-97	64	$85,894	Aug-19	(see note)	5,391	5,120	4,854					
Town Hall	May-09	35	$385,000	Aug-26	2.63%	31,281	30,781	30,250	29,656	29,031	28,375	106,109	
TOTAL GENERAL FUND						2,962,171	2,522,886	2,080,968	1,953,378	1,751,439	1,563,594	5,692,846	3,416,423
Broadmeadow School	May-00	31	$8,400,000	Nov-23	3.00%	828,300	801,325	771,225	741,425	708,700	678,000	642,600	
Eliot School	May-00	32	$2,562,000	Nov-24	3.94%	346,840	314,400	304,400	294,400	284,400	269,500	509,600	
High Rock & Pollard School Projects	May-07	41	$429,470	Aug-26	4.00%	80,760	78,285	75,660	68,360	66,160	63,960	212,010	
High Rock & Pollard School Projects (Series III)	May-07	41	$2,253,010	Aug-27	4.00%	370,216	358,623	342,460	327,160	312,060	297,160	1,298,110	
High Rock & Pollard School Projects (Series IV)	May-07	41	$10,500,000	Aug-28	3.35%	772,600	758,031	742,075	720,500	703,313	685,438	3,129,500	561,000
High Rock School Design	Nov-06	9	$187,770	Aug-26	4.00%	33,965	32,934	31,840	30,840	29,840	28,840	89,790	
High School (Series IIA)	May-03	31	$2,991,900	Aug-24	4.00%	682,050	660,188	602,700	582,900	558,200	538,600	1,008,800	
High School (Series IIB)	Feb-05	1	$782,850	Aug-26	4.00%	142,565	138,234	128,740	124,740	115,840	112,040	408,690	
High School (Series III)	Feb-05	1	$3,850,000	Jun-28	3.42%	275,450	267,450	259,450	253,450	247,200	240,450	1,001,000	
High School Series 1	May-03	31	$4,775,000	Nov-25	3.97%	674,300	653,700	589,000	560,400	542,000	523,600	1,441,400	
Library Project	May-03	30	$6,510,000	Dec-19	3.00%	870,550	830,475	796,775					
Newman School Extraordinary Repairs (Series I)	Nov-09	14	$1,000,000	Dec-19	2.62%	107,375	104,500	101,500					
Newman School Extraordinary Repairs (Series III)	Nov-09	14	$5,000,000	Oct-28	3.35%	389,700	383,750	373,600	359,600	348,925	341,050	1,570,325	244,800

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	$9,000,000	Jul-32	2.82%	662,240	646,420	628,340	610,260	592,180	574,100	2,659,420	2,384,480
Newman School Extraordinary Repairs (Series V)	Nov-09	14	$2,200,000	Nov-32	3.39%	167,750	163,350	158,950	155,100	151,800	148,500	692,863	601,838
Owens Farm Land Purchase	Nov-15	13	$7,000,000	Jan-42	3.70%	613,428	600,900	516,900	505,700	494,500	483,300	2,248,500	4,794,500
Property Acquisition - 609 Central Street	May-16	7	$730,000	Jan-39	3.68%	142,795	138,350	43,750	42,750	41,750	40,750	188,750	333,844
TOTAL GENERAL FUND EXCLUDED						7,160,884	6,930,914	6,467,365	5,377,585	5,196,868	5,025,288	17,101,358	8,920,461
Town Hall (Series II)	May-09	35	$3,500,000	Oct-28	3.36%	272,113	267,969	260,900	251,150	243,716	238,231	1,097,191	188,700
Town Hall (Series III)	May-09	35	$1,225,000	Aug-26	2.63%	100,100	98,500	96,800	94,900	92,900	90,800	339,550	
Town Hall (Series IV)	May-09	35	$970,000	Jul-30	2.80%	76,950	75,025	72,825	70,625	68,425	66,225	301,913	155,375
TOTAL COMMUNITY PRESERVATION FUND						449,163	441,494	430,525	416,675	405,041	395,256	1,738,653	344,075
Front-End Loader	May-16	46	$205,000	Jan-20	4.00%	118,154	58,800	41,600					
Soil Remediation	Nov-12	16	$140,000	Nov-17	3.31%	25,500							
TOTAL RTS ENTERPRISE						143,654	58,800	41,600					
MWPAT 97-13	Oct-96	8	$67,700	Aug-18	(see note)	6,107	6,150						
MWPAT 97-33	Oct-96	7	$180,300	Aug-18	(see note)	16,208	16,195						
MWPAT 97-63	May-97	46	$1,019,778	Aug-18	(see note)	91,683	91,840						

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
MWPAT 98-10	May-97	42	$130,200	Aug-18	(see note)	11,683	11,685						
Sewer - West Street Force Main	May-98	59	$568,400	May-19	3.98%	70,233	67,600						
Sewer - West Street Pumping Station	May-98	58	$1,252,300	May-19	3.98%	149,269	147,680						
Sewer Pump Station Design Reservoir B	May-09	54	$90,000	Jul-17	2.79%	15,225							
Sewer Pump Station GPA	May-05	49	$500,000	Jun-19	3.17%	54,000	52,000						
Sewer Pump Station GPA	May-08	45	$550,000	Aug-28	3.36%	41,225	40,438	39,575	33,750	32,969	32,156	161,950	35,700
Sewer Pump Station Reservoir B	Nov-11	15	$6,034,290	Jan-33	2.15%	374,066	374,129	374,192	374,256	374,323	374,391	1,873,021	1,874,949
Sewer Pump Station Reservoir B	Nov-11	15	$78,491	Jan-18	2.15%	40,520							
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	$145,000	Dec-19	2.59%	15,956	15,525	10,150					
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	$500,000	Nov-22	4.00%	118,000	109,100	105,300	77,000	74,200	71,400		
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	$320,000	Aug-28	3.39%	21,525	21,131	20,700	20,250	19,781	19,294	98,150	20,400
TOTAL SEWER ENTERPRISE						1,025,700	953,472	549,917	505,256	501,273	497,241	2,133,121	1,931,049
MWPAT Water DWS-08-24	May-08	47	$765,335	Jul-30	2.00%	49,289	49,230	49,169	49,106	49,044	48,979	243,878	145,464
St Mary's Pump Station	May-13	47	$1,700,000	Nov-33	3.36%	142,350	138,750	135,150	131,550	127,950	124,350	568,425	577,100
St Mary's Pump Station	May-13	47	$1,995,000	May-34	2.85%	144,775	142,775	140,775	138,775	136,775	134,775	638,725	666,600
Water Distribution System Improvements	May-09	56	$400,000	Dec-24	3.02%	31,031	30,313	29,563	28,813	28,031	27,188	51,750	

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2018	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024 - 2028	DEBT SERVICE After 2028
Water Main Improvements	May-08	47	$400,000	Nov-20	3.95%	52,000	50,400	48,800	47,200	45,600	44,000	83,200	
Water Service Connections	May-06	70	$55,000	Aug-19	2.51%	5,350	5,219	5,075					
Water Storage Tank Rehabilitation	May-08	48	$655,000	Jun-19	3.16%	70,200	67,600						
Water System Rehabilitation	May-15	47	$260,000	Jan-20	4.00%	210,342	32,400	31,200					
Water System Rehabilitation - Rte. 128 Area	May-06	71	$212,000	Jun-19	3.16%	21,600	20,800						
Water System Rehabilitation - Rte. 128 Area	May-06	71	$638,000	Nov-22	4.00%	116,660	114,900	111,100	131,800	127,000	117,300		
Water System Rehabilitation - Rte. 128 Area	May-06	71	$100,000	Aug-28	3.41%	7,175	7,044	6,900	6,750	6,594	6,431	29,450	10,200
Water Treatment Facility	May-96	47	$1,710,000	May-19	3.98%	201,393	204,360						
Water Treatment Facility	Nov-97	18	$1,994,300	May-19	3.98%	239,211	240,760						
TOTAL WATER ENTERPRISE						1,291,376	1,104,550	557,731	533,994	520,994	503,022	1,615,428	1,399,364
TOTAL DEBT SERVICE						13,032,948	12,012,116	10,128,106	8,786,887	8,375,613	7,984,401	28,281,406	16,011,372

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are restructured from time to time by the Trust. The program provides grants and other financial assistance which in some instances results in a low or no interest rate loan.

* Rate reflects the average coupon rate over the life of the loan.

DEBT APPENDIX B

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Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open General Fund Projects				
Central Avenue/Elliot Street Bridge Design	May-14	39	$900,000	$440,000
Central Avenue/Elliot Street Bridge Construction	May-15	43	$2,000,000	$440,000
High School Cafeteria Expansion	Nov-15	11	$2,100,000	$85,000
Public Works Infrastructure Program	May-16	44	$500,000	$340,000
Rosemary Recreational Complex	May-17	33	$3,000,000	$3,000,000
High School Expansion Design	May-17	43	$950,000	$950,000
High School Expansion Construction	Oct-17	13	$11,125,000	$11,125,000
TOTAL				$16,380,000
Proposed General Fund Projects for the 2018 ATM				
Memorial Park Building	Pending			$2,918,000
Public Works Infrastructure Program	Pending			$250,000
Public Works Storage Facility	Pending			$3,503,000
TOTAL				$6,671,000
Open CPA Fund Projects				
Rosemary Recreational Complex	May-17	33	$8,000,000	$8,000,000
TOTAL				$8,000,000
Proposed CPA Fund Projects for the 2018 ATM				
NONE				
TOTAL				$0

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Open RTS Enterprise Fund Projects				
Specialty Equipment	May-16	46	$269,000	$6,000
TOTAL				$6,000
Proposed RTS Enterprise Fund Projects for the 2018 ATM				
RTS Property Improvements	Pending			$645,000
TOTAL				$645,000
Open Sewer Enterprise Fund Projects				
Sewer System Rehabilitation I/I Work	May-07	45	$1,806,800	$59,159
Wastewater System Rehabilitation	May-17	48	$600,000	$600,000
TOTAL				$659,159
Proposed Sewer Enterprise Fund Projects for the 2018 ATM				
NONE				
TOTAL				$0
Open Water Enterprise Fund Projects				
St. Mary's Pump Station	May-13	47	$5,565,100	$135,000
Water System Rehabilitation Program	May-15	47	$635,000	$307,000
Water Service Connections	May-17	50	$1,000,000	$1,000,000
Water Distribution System Improvements	May-17	51	$1,300,000	$1,300,000
TOTAL				$2,742,000

Town of Needham - Open Authorizations Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article	Approved	Open or Requested Authorization
Proposed Water Enterprise Fund Projects for the 2018 ATM				
NONE				
TOTAL				$0
Open General Fund Projects Funded by Debt Exclusion				
Property Acquisition	May-16	7	$762,500	$32,500
Williams Elementary School	Oct-16	2	$57,542,500	$56,072,592
Public Safety Building & Station #2 Design*	Oct-17	11	$3,750,000	$3,750,000
SUB TOTAL				$59,855,092

*Pending a November 2018 ballot question

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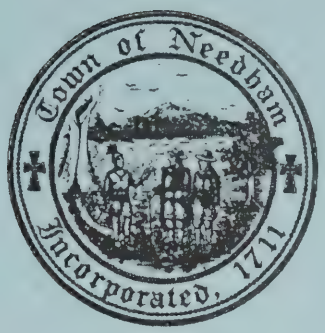


FISCAL YEAR 2018
(July 1, 2017 – June 30, 2018)

TOWN CLERK'S RECORDS

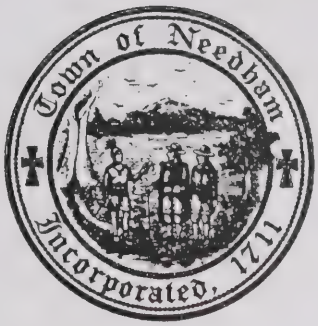
OF THE

SPECIAL TOWN MEETING
Monday, October 2, 2017

ANNUAL TOWN ELECTION
Tuesday, April 10, 2018

ANNUAL TOWN MEETING
Monday, May 7, 2018

SPECIAL TOWN MEETING
Monday, May 14, 2018



FISCAL YEAR 2018
(July 1, 2017 – June 30, 2018)

TOWN CLERK'S RECORDS

OF THE

SPECIAL TOWN MEETING
Monday, October 2, 2017

ANNUAL TOWN ELECTION
Tuesday, April 10, 2018

ANNUAL TOWN MEETING
Monday, May 7, 2018

SPECIAL TOWN MEETING
Monday, May 14, 2018

WARRANT ARTICLE INDEX

SPECIAL TOWN MEETING – Monday, October 2, 2017

Article	Description	Page
1.	Approve Collective Bargaining Agreement – DPW/NIPEA	2
2.	Amend the FY2018 Operating Budget	5
3.	Amend the FY2018 RTS Enterprise Fund Budget	2/6
4.	Amend the FY2018 Sewer Enterprise Fund Budget	3/6
5.	Amend the FY2018 Water Enterprise Fund Budget	3/6
6.	Rescind Debt Authorization	4/6
7.	Authorization for Acquisition of Real Property	6
8.	Amend Zoning By-Law – Map Change to Center Business District	7
9.	Amend Zoning By-Law – Floor Area Ratio and Lot Coverage Requirement For a Municipal Building or Structure in the General Residence District	8
10.	Appropriate for Public Safety Building & Fire Station #2 Design	9
11.	Appropriate for High School Expansion Construction	10
12.	Extinguish Sewer and Drain Easement/Brookside Road	4/11
13.	Accept Grant of Access Easement/Cartwright Road	4/11
14.	Extinguish a Portion of Drain Easement/Nicols Road	5/11

ANNUAL TOWN ELECTION – Tuesday, April 10, 2018

1.	**Annual Town Election – Tuesday, April 10, 2018**	13

ANNUAL TOWN MEETING – Monday, May 7, 2018

Article	Description	Page
2.	Committee and Officer Reports	25
3.	Establish Elected Officials' Salaries	25
4.	Fund Collective Bargaining Agreement – Needham Independent Public Employee Association / DPW	25
5.	Fund Collective Bargaining Agreement – Independent Town Workers' Association	26
6.	Fund Collective Bargaining Agreement – Building Custodian/Trades Independent Association	26
7.	Accept Chapter 73, Section 4 of the Acts of 1986	21/26
8.	Appropriate for Needham Property Tax Assistance Program	21/26
9.	Appropriate for Senior Corps	21/26
10.	Appropriate for Town-Owned Land Surveys	26
11.	Appropriate for Public Facilities Maintenance Program	26
12.	Appropriate for Time Clock System	22/27
13.	Appropriate for Long Range Plan	27
14.	Appropriate for RTS Efficiency Study	27
15.	Appropriate for Water Meter Data Collection	22/27
16.	Appropriate the FY2019 Operating Budget	27
17.	Appropriate the FY2019 RTS Enterprise Fund Budget	33
18.	Appropriate the FY2019 Sewer Enterprise Fund Budget	34
19.	Appropriate the FY2019 Water Enterprise Fund Budget	36
20.	Amend General By-Law – Department Revolving Funds	38
21.	Set the Annual Department Revolving Fund Spending Limits	38
22.	Authorization to Expend State Funds for Public Ways	40
23	Amend Zoning By-Law – Permitted Uses in the Neighborhood Business District	40
24.	Amend Zoning By-Law – Map Change to Neighborhood Business District	45
25.	Amend Zoning By-Law – Side and Rear Setbacks Adjoining Residential Districts	45

WARRANT ARTICLE INDEX (Continued)

Article	Description	Page
26	Appropriate for Rosemary Lake Sediment Removal	46
27	Appropriate for Rosemary Camp Property	22/47
28	Appropriate for Emery Grover Feasibility	47
29	Appropriate for Historic Database Project	22/47
30	Appropriate for Memorial Park Building Construction	47
31	Appropriate to Community Preservation Fund	49
32	Appropriate for General Fund Cash Capital	49
33	Appropriate for Athletic Facility Improvements Design	55
34	Appropriate for Public Works Infrastructure Program	55
35	Appropriate for Public Works Storage Facility	70
36	Appropriate for RTS Enterprise Fund Cash Capital	71
37	Appropriate for RTS Property Repairs	23/72
38	Appropriate for Sewer Enterprise Fund Cash Capital	23/72
39	Appropriate for Water Enterprise Fund Cash Capital	24/72
40	Appropriate to Athletic Facility Improvement Fund	72
41	Appropriate to Capital Improvement Fund	72
42	Appropriate to Capital Facility Fund	73
43	Amend Zoning By-Law – Marijuana Establishments	73/77
44	Amend General By-Law – Marijuana Establishments	75
45	Non-Betterment Street Acceptance – Pandolf Lane	25/78
46	Amend General By-Law / Public Construction	78
47	Amend General By-Law / Contract Procedures	80
48	Amend General By-Law / Vaccination Requirement	81
49	Revoke M.G.L. C.44 Section 53F ½ - RTS Enterprise Fund	82
50	Home Rule Petition / Amend Town Charter	82
51	Amend General By-Law / Stormwater	84
52	Amend General By-Law / Non-Criminal Disposition	88
53	Omnibus	89

SPECIAL TOWN MEETING – Monday, May14, 2018

Article	Description	Page
1.	Appropriate for Project Management	59
2.	Appropriate for Building Maintenance Study	59
3.	Appropriate for Pedestrian Safety Initiative	60
4.	Amend the FY2018 RTS Enterprise Fund Budget	58/60
5.	Appropriate for Mitchell School Locker Replacement	60
6.	Appropriate for Mitchell School Modular Classrooms	61
7.	Appropriate for High School Expansion Construction	61
8.	Authorization for Acquisition of Real Property	61
9.	Rescind Debt Authorization	59/63
10.	Amend General By-Law – Department Revolving Funds	63
11.	Set the Annual Department Revolving Spending Limit	59/63
12.	Amend Zoning By-Law – Dimensional and Use Regulations in the Lower Chestnut Street Overlay District	58/68
13.	Amend Zoning By-Law – Map Change to Lower Chestnut Street Overlay District	58/68

RECORD OF SPECIAL TOWN MEETING
Monday, October 2, 2017

Pursuant to a Warrant issued by the Selectmen August 15, 2017 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Monday, October 2, 2017, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 206 voters, including 203 Town Meeting Members, were checked on the list as being present and 48 absent.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. Boy Scout Troup 10 members John Wheeler, Senior Patrol Leader, Alex Boni, Aidan Boni, and Matthew Duthaler presented the colors. Town Meeting Members were requested to rise and join the Boy Scouts of America, Needham Troop 10, in honoring our country by saluting the flag and reciting the Pledge of Allegiance. Special thanks given to Town Meeting Member Peter Atallah, Troup 10 volunteer, for arranging the Scouts' presentation tonight.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator stated that Town Meeting Members may only sit in the first eleven rows as indicated by the Marshall, Steven Jacques, and as signified by the pylons. He further noted that there are two microphones which must be used for comments from the floor. Tonight these microphones are being provided to you by Noah Ramos and Lily Pendergast.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

2. Anyone entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons are permitted in the hall, except by law enforcement personnel.

5. No hats may be worn in the hall other than by uniformed personnel or for religious or medical reasons.

6. Members and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bonds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

Special Note on zoning articles, Articles 8-9. Zoning is complex and the subject of much effort prior to Town Meeting. As discussed in the Moderator's Memorandum to Town Meeting Members in connection with our Annual Town Meeting, if you contemplate making an amendment to one of these zoning articles, I request that you confer with the Planning Board ***in advance*** *and address questions or if necessary, work out with them in advance the wording and content of any amendments.*

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. coverage or cameras shall be dealt with swiftly by the chair and will be deemed to be out of order and addressed swiftly and definitively by the chair.

15. The Moderator seeks unanimous consent to adopt the following rules of practice concerning debate:

Committee Chairpersons, Proponents of Articles including Citizen Petitioners, Attorneys representing proponents: **(15 Minutes inclusive per article)**

Town Meeting Members, non-Town Meeting Members, visitors other than attorneys: **(5 Minutes all-inclusive per article)**

Rules Concerning Budget Articles

In keeping with our tradition, I also seek your unanimous consent for a rule of procedure and debate for discussion under Article 2, Amendments to the Fiscal Year 2017 Operating Budget, as well as Articles 3, 4 and 5 amendments to the Enterprise Fund Budgets consolidated General Fund Cash capital article. That rule would provide that a motion to amend under this article which adds funds to a particular line item will not be in order unless the movant

identifies another line item or items that will be reduced in order to fund the proposed increase.

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

Announcements

The Moderator announced that we are conducting a non-binding, informational survey of Town Meeting Members on the subject of start time for our sessions. Please complete the survey and deposit them in the receptacles provided by the Town Clerk. The results will be tallied by the Town Clerk and shared with the Moderator, the Board of Selectmen and Town Meeting Members. Because it is important that we obtain the views of Town Meeting Members and not others, we ask that you identify yourself in the space provided so the Town Clerk may verify the participants. Thank you.

The Needham Historical Society is hosting a "Walk through Needham History": on Sunday, October 8, 2017 from 11 AM – 3 PM.

The Moderator welcomed our State Representative Denise C. Garlick to our Special Town Meeting.

The Moderator advised that there were no changes in affirmative motions or motions to withdraw.

The Moderator announced that Articles 9 and 11 are subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 1, 3, 4, 5, 6, 12, 13 and 14. The Moderator then called the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – DPW/NIPEA

To see if the Town will vote the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees Association, Local 1116, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018; or take any other action relative thereto.

Article Information: The Town and the Needham Independent Public Employees Association, Local 1116 have agreed to a one year contract extension for fiscal year 2018. As a result of changes in the plan offerings by the West Suburban Health Group – of which Needham is a member – the Town will be negotiating with all employee groups over the coming year relative to its group insurance program. The one year contract extension for this unit brings all units current for fiscal year 2018 as we begin those discussions. If this article is approved, funding would be transferred from the classification, performance and settlements line item for the General Fund employees.

MOVED: That the Town vote the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees Association, Local 1116, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2018.

ACTION: So voted by Unanimous Consent.

ARTICLE 3: AMEND THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund adopted under Article 16 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101A	Salary & Wages	$782,833	$796,656

and to meet this appropriation that the additional amount be raised from RTS Enterprise Fund receipts; or take any other action relative thereto.

Article Information: This article is to amend the FY2018 RTS Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($13,823) necessary to pay the cost of the Agreement for FY2018. There are eight members of the Union assigned to RTS operations.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund adopted under Article 16 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101A	Salary & Wages	$782,833	$796,656

and to meet this appropriation that the additional amount be raised from RTS Enterprise Fund receipts.

ACTION: So voted by Unanimous Consent.

ARTICLE 4: AMEND THE FY2018 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Sewer Enterprise Fund adopted under Article 17 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	$938,603	$958,976
201D	MWRA Assessment	$5,918,642	$5,889,796

or take any other action relative thereto.

Article Information: This article is to amend the FY2018 Sewer Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($20,373) necessary to pay the cost of the Agreement for FY2018. There are 11 members of the Union assigned to Sewer operations. The article also seeks to lower the MWRA Assessment appropriation by $28,846. At the time the Sewer Enterprise Fund budget was approved, the sewer assessment was based on the preliminary figures released by the MWRA. The Town has received its actual assessment for FY2018 which was less than the budgeted amount. The net effect of the requested changes is a decrease of $8,473 (-0.09%) to the Enterprise Budget.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2018 Sewer Enterprise Fund adopted under Article 17 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
201A	Salary & Wages	$938,603	$958,976
201D	MWRA Assessment	$5,918,642	$5,889,796

ACTION: So voted by Unanimous Consent.

ARTICLE 5: AMEND THE FY2018 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Water Enterprise Fund adopted under Article 18 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	$1,226,141	$1,248,413
301D	MWRA Assessment	$1,114,185	$1,109,794

and to meet this appropriation that the additional amount be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

Article Information: This article is to amend the FY2018 Water Enterprise Fund Budget. The Town and the Needham Independent Public Employees Association have reached an agreement for a one year contract extension as presented under Article 1. If approved, this budget amendment will provide the additional funding ($22,272) necessary to pay the cost of the Agreement for FY2018. There are 12 members of the Union assigned to Water operations. The article also seeks to lower the MWRA Assessment appropriation by $4,391. At the time the Water Enterprise Fund budget was approved, the water assessment was based on the preliminary figures released by the MWRA. The Town has received its actual assessment for FY2018 which was less than the budgeted amount. The net effect of the requested changes is an increase of $17,881(0.32%) to the Enterprise Budget.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2018 Water Enterprise Fund adopted under Article 18 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
301A	Salary & Wages	$1,226,141	$1,248,413
301D	MWRA Assessment	$1,114,185	$1,109,794

and to meet this appropriation that the additional amount be raised from Water Enterprise Fund receipts

ACTION: So voted by Unanimous Consent.

ARTICLE 6: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High School Cafeteria Construction	Nov 2015 STM	11	$2,100,000	$225,000
Sewer Pump Station Reservoir B	Nov 2011 STM	15	$6,300,000	$170,000
Total			$8,400,000	$395,000

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
High School Cafeteria Construction	Nov 2015 STM	11	$2,100,000	$225,000
Sewer Pump Station Reservoir B	Nov 2011 STM	15	$6,300,000	$170,000
Total			$8,400,000	$395,000

ACTION: So voted by Unanimous Consent.

ARTICLE 12: EXTINGUISH SEWER AND DRAIN EASEMENT/BROOKSIDE ROAD

To see if the town will vote to authorize the Board of Selectmen to extinguish a sewer and drain easement from Clarke Circle to Brookside Road, more fully described in an order of taking number 1958-1, dated April 8, 1958 and recorded at the Norfolk County Registry of Deeds in Registration Book 233, Page 17; or take any other action relative thereto.

Article Information: In 1958, the Town established a sewer easement along the property line of 103 Brookside Road. In 1992, the Town established a new sewer easement but did not formally dissolve the original 1958 easement. Town Meeting action is required to extinguish the 1958 easement that is no longer needed by the Town.

MOVED: That the Town vote to authorize the Board of Selectmen to extinguish a sewer and drain easement from Clarke Circle to Brookside Road, more fully described in an order of taking number 1958-1, dated April 8, 1958 and recorded at the Norfolk County Registry of Deeds in Registration Book 233, Page 17.

ACTION: So voted by Unanimous Consent.

ARTICLE 13: ACCEPT GRANT OF ACCESS EASEMENT/CARTWRIGHT ROAD

To see if the Town will vote to authorize the Selectmen to accept a grant of access easement by Mary Stare Wilkinson and Bradford Wilkinson to the Town of Needham as shown on a plan entitled "Definitive Subdivision Plan, 260 and 267 Cartwright Road, a 2 Lot Single Family Residential Subdivision, Needham, Massachusetts" on file with the Planning Board; or take any other action relative thereto.

Article Information: As a condition of approval of the Cartwright Road Subdivision, the Planning Board required that the Developer grant the Town a grant of access easement. The access easement allows for passage by foot or vehicle over the private way, consistent with the manner in which streets are customarily used in the Town of Needham. Town Meeting approval of such easements is required in order for them to be effective.

MOVED: That the Town vote to authorize the Selectmen to accept a grant of access easement by Mary Stare Wilkinson and Bradford Wilkinson to the Town of Needham as shown on a plan entitled "Definitive Subdivision Plan, 260 and 267 Cartwright Road, a 2 Lot Single Family Residential Subdivision, Needham, Massachusetts" on file with the Planning Board.

ACTION: So voted by Unanimous Consent.

ARTICLE 14: EXTINGUISH A PORTION OF DRAIN EASEMENT/NICHOLS ROAD

To see if the Town will vote to authorize the Board of Selectmen to extinguish a portion of a 1937 Drain Easement at 56 Nichols Road from Nichols Road to the rear property line of 56 Nichols Road, more fully described in a Grant of Easement recorded at the Norfolk County Registry of Deeds in Book 2144 Page 459; or take any other action relative thereto.

Article Information: The property owner of 56 Nichols Road received permission from the Board of Selectmen to encroach on the existing drain easement in order to reconstruct a new home. In consideration of this approval, the property owner relocated the drain line, and the old line was abandoned and removed as part of the construction. Town Meeting action is required to extinguish the original drain easement that is no longer needed by the Town.

MOVED: That the Town vote to authorize the Board of Selectmen to extinguish a portion of a 1937 Drain Easement at 56 Nichols Road from Nichols Road to the rear property line of 56 Nichols Road, more fully described in a Grant of Easement recorded at the Norfolk County Registry of Deeds in Book 2144 Page 459.

ACTION: So voted by Unanimous Consent.

At this time the Moderator proceeded with the remaining articles.

ARTICLE 2: AMEND THE FY2018 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 Operating Budget adopted under Article 15 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Insurance, Employee Benefits, Assessments & Administrative Costs	$13,949,197	14,429,197
9	Reserve Fund	$1,862,600	$1,812,600
22B	Public Facilities Expenses	$2,696,730	$2,746,730

Article Information: This article seeks to amend the Town's operating budget for fiscal year 2018. The $480,000 increase to the Group Health Insurance, Employee Benefits & Administrative Costs budget line is to cover increased health insurance costs. This funding increase was expected at the time the fiscal year 2018 budget was presented to Town Meeting this past May. At that time, there were several variables identified that could impact the fiscal year 2018 health insurance budget, including premium increases, additional head count in the School and Town departments, plan selection by employees, and actual enrollment. Given the number of variables, it was agreed that the final budget amount would be recommended at the fall Special Town Meeting. The increase is proposed to be funded by an increase in recurring revenue.

The $50,000 increase to the Public Facilities expense budget line is to provide funding for an outside consultant to review the Town's maintenance program for its public buildings. This request comes at the request of the Town Manager and the Finance Committee to have an outside assessment of the Town's practices and assumptions in planning and maintaining its capital investment to help ensure that the expected life cycles are met, and that best practices are employed to meet the demands. The study is expected to be completed prior to the end of the fiscal year. The reduction to the Reserve Fund would be the funding source for this appropriation.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2018 Operating Budget adopted under Article 15 of the 2017 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
3	Group Insurance, Employee Benefits, Assessments & Administrative Costs	$13,949,197	14,429,197
9	Reserve Fund	$1,862,600	$1,812,600
22B	Public Facilities Expenses	$2,696,730	$2,746,730

and to meet this appropriation that the additional amount be raised from the tax levy.

Mr. Richard M. Reilly, Chairman, addressed this proposal on behalf of the Finance Committee. He stated that the Finance Committee unanimously supports this article and recommends adoption. Ms. Marianne B. Cooley, Chairman, unanimously recommended adoption on behalf of the Board of Selectmen.

In response to an inquiry from Mr. John D. Crimmings, Mr. Reilly advised that the increased cost for Group Insurance, Employee Benefits, Assessments & Administrative Costs are the responsibility of the Town and not the employees.

ACTION: The main motion was presented and carried by unanimous vote.

Articles 3, 4, 5, and 6 were previously adopted by unanimous consent earlier this evening.

ARTICLE 7: AUTHORIZATION FOR ACQUISITION OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46); or take any other action relative thereto.

Article Information: The Town has been seeking to acquire the property at 43 Lincoln Street for several years. The acquisition, if approved, ensures the Town's ownership of the entire block bordered by School Street, Chestnut Street, Lincoln Street, and the Chestnut/Lincoln Parking Lot. Over the past seven years, the Town has acquired five parcels in the block in order to increase and improve municipal parking, and to allow for the expansion and reconstruction of the Public Safety Building. The acquisition will both improve the design of the project and also obviate the need to eliminate parking currently dedicated for public use. The property consists of approximately .26 acres. No appropriation is required for the acquisition – the Board of Selectmen negotiated a mitigation agreement with the developer of the Second Avenue Residences to support enhancements to public safety facilities.

MOVED: That the Town vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46).

Mr. Matthew D. Borrelli, Selectmen, addressed this proposal on behalf of the Board of Selectmen. He explained that this is the fifth parcel to be purchased by the Town for added space and parking for the public safety building to be reconstructed. The asking price for this parcel is $1,495,000. The appraisal came in at $1,125,000. The previous purchases were comparable and the town had to pay a premium. Mr. Borrelli advised that the Board of Selectmen unanimous seeks support on this vote.

Mr. John P. Connelly, Member, addressed this proposal on behalf of the Finance Committee. Mr. Connelly advised that the Finance Committee voted unanimous not to vote for Article 7.

The Finance Committee looked at this potential property purchase on two levels: First, is this purchase a necessity for the Public Safety Building Project? Second, is the proposed purchase price of $1.5 million a reasonable use of the Town's resources? The answers we arrived at to both of these questions were in the negative.

As for necessity, while we agree with the Selectmen that 43 Lincoln Street is a nice parcel for the Town to own, in our view it is not a necessary parcel.

All of the planning that has been done for the Public Safety Building Project has been done not including 43 Lincoln Street. The project can be built without this 1/4 acre of property. All expansion of the buildings can be done without the parcel, almost doubling the size of the existing Police and Fire Stations, with increased parking for both buildings. And the proponents of Article 7 themselves agree with this.

As for reasonableness, the Finance Committee does not believe that $1.5 million is a reasonable price to pay for a ¼ acre parcel of property on Lincoln Street. As you know, Lincoln Street is not a major road such as Great Plain Avenue, Chestnut Street or Highland Avenue.

43 Lincoln Street is a small lot; ¼ acre; with insufficient frontage. The assessed value of the property is $525,800. By purchasing the property for $1.5 million, the Town would be paying a premium of 185% over the assessed value of the property.

We were provided with two appraisals for the property. The first appraisal was for $750,000, providing that the best use of the property based on all its size restrictions would be as a tear down replaced with a 2 unit condominium. Based on this appraisal of $750,000, the Town would be paying a premium of 100% if we were to purchase the property for $1.5 million.

Then, just last week, we were provided with a second appraisal, this appraisal was for $1.125 million, providing that a special permit could be obtained to build three condominium units on this small ¼ acre parcel with less than the required frontage to build a single family home. We did not consider this second appraisal to be reliable. It provided no examples of where a special permit was issued so as to build 3 condominium units on such a small lot. Further, it provided no details as to what these 3 condominium units might look like (Studio? One bedroom? Two bedroom? etc.). In our view, for such a significant use of the Town's resources, a reliable appraisal must be provided supporting the purchase price. The second appraisal is not reliable. It lacks the required supporting information, and it is too speculative relying as it does on a special permit being granted.

You will be hearing further about the Public Safety Building Project in Article 10 coming up. You will hear that the total estimated cost of the project, including a new and expanded Fire Station and Police Station and Fire Station 2, along with temporary spaces required during construction, will total over $65 million. That will be the largest single capital project performed by the Town, and it will require the largest debt exclusion override in the Town's history, scheduled to take place next year in November, 2018. The funds that Article 7 propose to be used for the purchase of the parcel at 43 Lincoln Street can be used for the project, in particular Fire Station 2. We can apply the $1.15 million to reduce the cost down from $65 million to $63.5 million; or, we can add the $1.5 million to increase the cost of the project, which would now be $66.5 million instead of $65 million. In our

view, the fiscally prudent decision is to decrease the total cost of the project, and not to increase it.

In conclusion, the Finance Committee does not believe that the proposed purchase of 43 Lincoln Street for $1.5 million is a prudent use of the Town's funds, and so we recommend that Article 7 not be adopted by this Town Meeting.

In response to an inquiry from Mr. Mark A. Oberle, Mr. Connelly advised that the parcels on Lincoln Street are all about the same size.

In response to an inquiry from Mr. William A. Zoppo, Mr. Borrelli concurred that the Town would have to dip into additional funds for this purchase. Mr. Borrelli explained to Mr. Aaron M. Pressman that the town will lose 33 parking spaces if this land is not purchased.

Mr. Paul A. Siegenthaler noted that it is hard to hear about loss of parking when we just lost some spaced with the new downtown design.

Mr. Jeffrey D. Heller rose in support of this proposal. He suggested that Town Meeting may regret years later if we don't purchase this property.

A motion to amend was offered by Mr. David C. Harris to refer the subject matter of Article 7 back to the Board of Selectmen for further study.

In response to an inquiry from Mr. John L. Gallo, Mr. Borrelli indicated that the town does not have a right of refusal but does have a signed purchase and sale agreement.

Mrs. Ann Der Marderosian rose in support of the motion to refer and requested that the town look into taking the property by eminent domain.

A motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented but the Moderator was in doubt as to the voice vote. The following tellers were sworn in by the Moderator: Erik J. Bailey, Marjorie M. Margolis, Thomas M. Harkins, Richard A. Zimbone, Deborah S. Winnick, and Jane B. Murphy. The motion was again presented and carried by the required two-thirds vote. The hand count was Yes 144 No 49.

The motion to refer which requires a majority vote for passage was presented but the Moderator was in doubt. The tellers were asked to take their positions. The motion was again presented and carried by majority vote. The hand count was Yes 107 No 84.

ARTICLE 8: AMEND ZONING BY-LAW – MAP CHANGE TO CENTER BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map to place in the Center Business District all that land now zoned Single Residence B and located at the intersection of Chestnut Street and School Street (Assessor's Map 47, Parcel 56) said area bounded and described as follows:

"Beginning at a point at the Chestnut Street centerline which intersects with the boundary line between the existing Single Residence B District and the Center Business District; then running easterly along said zoning boundary line to a point where it intersects with the boundary line between the Center Business District and a General Residence District; then turning and running southerly along the existing Single Residence B District and said General Residence District to a point where it intersects with the centerline of School Street and the boundary line between the existing Single Residence B District and General Residence District; then turning and running westerly to a point where it intersects with the centerline of Chestnut Street and the boundary between the existing Single Residence B District and the Chestnut Street Business District; then turning and running northerly along said boundary to the point of beginning."

Or take any other action relative thereto.

Article Information: This article describes the geographical area located at the intersection of Chestnut Street and School Street proposed to be changed from a Single Residence B District to a Center Business District. One parcel – namely the Police and Fire Station property (Parcel 56 on Assessors' Plan 47) – that is currently zoned Single Residence B is affected by this rezoning. The proposed rezoning will correct a historical inconsistency currently in place along the easterly frontage of Chestnut Street where a singular residential property was retained along what is otherwise a contiguously zoned commercial corridor. With this noted change, the subject locale will be rendered consistent with that of its abutting Center Business District.

MOVED: That the Town vote to amend the Needham Zoning By-Law by amending the Zoning Map to place in the Center Business District all that land now zoned Single Residence B and located at the intersection of Chestnut Street and School Street (Assessor's Map 47, Parcel 56) said area bounded and described as follows:

"Beginning at a point at the Chestnut Street centerline which intersects with the boundary line between the existing Single Residence B District and the Center Business District; then running easterly along said zoning boundary line to a point where it intersects with the boundary line between the Center Business District and a General Residence District; then turning and running southerly along the existing Single Residence B District and said General Residence District to a point where it intersects with the centerline of School Street and the boundary line between the existing Single Residence B District and General Residence District; then turning and running westerly to a point where it intersects with the centerline of Chestnut Street and the boundary between the existing Single Residence B District and the Chestnut Street Business District; then turning and running northerly along said boundary to the point of beginning.".

Mr. Paul S. Alpert, member, addressed this proposal on behalf of the Planning Board. He explained that this article proposes to change one parcel – specifically the Police and Fire Station property – that is currently zoned Single Residence B. This change will also correct a historical inconsistency currently in place along the easterly frontage of Chestnut Street where a singular residential property was retained along what is otherwise a contiguously zoned commercial corridor. The Planning Board recommends adoption of Article 8.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen unanimously recommends adoption of Article 8. Ms. Carol A. Fachetti, member, advised that the Finance Committee recommends adoption of this Article 8.

In response to an inquiry from Mr. Ilan Barzilay, Mr. Alpert advised that the zoning amendment does not change the zoning of 43 Lincoln Street.

ACTION: The main motion, which requires a two-thirds vote, was presented and carried by unanimous vote.

ARTICLE 9: AMEND ZONING BY-LAW – FLOOR AREA RATIO AND LOT COVERAGE REQUIREMENT FOR A MUNICIPAL BUILDING OR STRUCTURE IN THE GENERAL RESIDENCE DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (h) for the Maximum Floor Area Ratio in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(h) The Board of Appeals may grant a special permit increasing the maximum Floor Area Ratio required by this footnote up to 0.60 for a municipal building or structure."

(b) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (i) for the Maximum Percentage Lot Coverage in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(i) The Board of Appeals may grant a special permit increasing the maximum lot coverage required by this footnote up to twenty-five (25) percent for a municipal building or structure."

Or take any other action relative thereto.

Article Information: This article proposes to amend the section of the Zoning By-Law that limits the maximum floor area ratio and the maximum lot coverage requirements for a municipal building or structure in the General Residence District. The amendment is offered in an effort to guide the planned reconstruction and expansion of Fire Station #2 at the intersection of Highland Avenue and Webster Street. The amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit in the General Residence District to increase the maximum permitted floor area ratio for a municipal building or structure up to 0.60, and the maximum permitted lot coverage for a municipal building or structure up to twenty-five (25) percent. Currently in the General Residence District, the maximum floor area ratio for a municipal building or structure is capped at 0.30 and the maximum lot coverage for a municipal building or structure is capped at fifteen (15) percent.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (h) for the Maximum Floor Area Ratio in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(h) The Board of Appeals may grant a special permit increasing the maximum Floor Area Ratio required by this footnote up to 0.60 for a municipal building or structure."

(b) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (i) for the Maximum Percentage Lot Coverage in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(i) The Board of Appeals may grant a special permit increasing the maximum lot coverage required by this footnote up to twenty-five (25) percent for a municipal building or structure."

The following motion to amend under Article 9 was offered by Mr. Paul S. Alpert:

(a) In Article 9, by inserting in the table contained in Section 4.2.4 at the end of footnote (h) the words "on a lot containing an acre or more of area" so that the footnote shall now read as follows (new language underlined):

> "(h) The Board of Appeals may grant a special permit increasing the maximum Floor Area Ratio required by this footnote up to 0.60 for a municipal building or structure on a lot containing an acre or more of area."

(b) In Article 9, by inserting in the table contained in Section 4.2.4 at the end of footnote (i) he words "on a lot containing an acre or more of area" so that the footnote shall now read as follows (new language underlined):

> "(i) The Board of Appeals may grant a special permit increasing the maximum lot coverage required by this footnote up to twenty-five (25) percent for a municipal building or structure on a lot containing an acre or more of area."

Mr. Paul S. Alpert, member, addressed this proposal on behalf of the Planning Board. He explained that this amendment allows for a special permit to increase the maximum permitted floor area ratio up to 0.60, and maximum permitted lot coverage up to twenty-five (25) percent for municipal buildings in the General Residence District. This applies specifically to the planned reconstruction and expansion of Fire Station #2. The Planning Board recommends adoption of both the motion to amend and the main motion under Article 9.

Mr. Maurice P. Handel, Selectman, recommended adoption on the motion to amend and the main motion on behalf of the Board of Selectmen.

Ms. Carol A. Fachetti, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Holly Anne Clarke, Mr. Alpert stated that the neighbors were notified of a public hearing on this zoning amendment and no one showed up.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, two-thirds vote required for passage, was presented and carried by unanimous vote.

VOTED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (h) for the Maximum Floor Area Ratio in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(h) The Board of Appeals may grant a special permit increasing the maximum Floor Area Ratio required by this footnote up to 0.60 for a municipal building or structure on a lot containing an acre or more of area."

(b) Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence and Institutional Districts, Subsection 4.2.4, Table of Regulations for Public, Semi-Public and Institutional Uses in the Rural Residence Conservation, Single Residence A, Single Residence B and General Residence Districts and for the Institutional District, by inserting a footnote (i) for the Maximum Percentage Lot Coverage in the General Residence District on the table contained in Section 4.2.4, such footnote to read as follows:

> "(i) The Board of Appeals may grant a special permit increasing the maximum lot coverage required by this footnote up to twenty-five (25) percent for a municipal building or structure on a lot containing an acre or more of area."

ARTICLE 10: APPROPRIATE FOR PUBLIC SAFETY BUILDING & FIRE STATION #2 DESIGN

To see if the Town will vote to raise, borrow, and/or transfer and appropriate $3,750,000 for engineering and design for the reconstruction of the Public Safety Building and Fire Station #2, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This article will fund the design development phase of the public safety building project.

The Public Safety Building, located at the intersection of Chestnut Street and School Street, opened in 1931, and was renovated in 1988-1989. Fire Station #2, located at the intersection of Highland Avenue and Webster Street, opened in 1949 and was also renovated in 1988-1989. The amount of space that was originally allocated within both buildings for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements, and neither station is fully accessible for individuals with limited mobility.

In 1950, 19 years after the station opened, the Police Department had 25 sworn officers and responded to 1,774 calls. By 2015, the number of sworn officers was 49 and call volume had increased to 31,610. The proposed program meets many deficiencies identified in the Police Department, including the lack of adequate locker facilities for female officers, evidence and property storage, interview rooms and interview recording technology, public meeting space, records storage, dispatch areas, patrol and administrative office space, and report writing space. The prisoner holding cells are outdated and inadequate, and the current prisoner booking area is unsafe due to its size and configuration. The building lacks the ability to handle technology improvements due to available space needed, while the roof continues to leak into the records/server room on the second floor. The current climate control only works sporadically throughout the building creating numerous temperature variations.

In 1950, the Fire Department had 27 firefighters. Call volume data is not available for 1950, but the Department responded to 600 calls in 1960. By 2015, the number of sworn firefighters was 64 and the Department responded to 3,915 calls. The proposed program meets many deficiencies identified in the Fire Department, including apparatus bays that are too small for modern fire trucks, insufficient area for performing equipment maintenance and repair, lack of facilities for storing and cleaning turnout gear, minimal existing office space, inadequate facilities for firefighter support such as bunkrooms, toilets and showers, and insufficient storage space for files and equipment.

The November 2, 2015 and February 10, 2016 Special Town Meetings and the 2017 Annual Town Meeting approved a total of $390,000 in funding for feasibility studies and schematic design. If the appropriation for design development is approved, the project will be presented to the fall, 2018 Special Town Meeting for construction appropriation, and to the voters at the November 6, 2018 State election for debt exclusion funding.

MOVED: That the Town vote to raise, borrow, and/or transfer and appropriate $3,750,000 for engineering and design for the reconstruction of the Public Safety Building and Fire Station #2, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the

payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that this article requests $3,750,000 for the next phase of the public safety building and Fire Station #2. This will be the final design for the three new public safety facilities and we will be back in the fall of 2018. Public meeting space, staffing space, equipment space are all necessary for the needs of today. Temporary fire quarters will be housed at the old Hillside School building. Mr. Matthews stated that the Board of Selectmen unanimously recommends adoption of this article.

Mr. Barry J. Coffman, member, addressed this proposal on behalf of the Finance Committee. He advised that it is clear from the analysis that these public safety facilities are being designed for future decades. The Finance Committee recommends adoption of Article 10.

ACTION: The main motion, which requires a two-thirds vote, was presented and carried by unanimous vote.

ARTICLE 11: APPROPRIATE FOR HIGH SCHOOL EXPANSION CONSTRUCTION

To see if the Town will vote to raise, borrow, and/or transfer and appropriate $13,188,000 for the reconstruction and expansion of the Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $120,000 be transferred from Article 1 of the November 2013 Special Town Meeting, that $126,000 be transferred from Article 14 of the November 2009 Special Town Meeting, that $817,000 be transferred from the Capital Facility Fund, and that $1,000,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $11,125,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: Needham High School is in need of additional classroom space to accommodate growing enrollment, and renovations to correct building deficiencies. This project would fund the addition of classroom space at the school, and would make the following improvements: replacement of the chillers, renovation of Gymnasium "A", addition of gym storage, and reconfiguration of gym lockers.

The classroom expansion component is intended to support anticipated student population growth. This project would include construction of a new classroom wing at the Webster Street entry to the school. Enrollment is growing and expected to peak at 1,835 students in the 2024/25 School Year. This population, as well as the relatively small size of existing classrooms, has created both over-crowding in and over-utilization of existing classroom spaces. The building was originally designed for 1,450 students and reflected School Building Authority standards in effect at the time that were lower than the current design guidelines. (In 2007, the year the High School was renovated, 725 s.f. was the typical classroom size, which is smaller than the current Massachusetts School Building Authority guideline of 925 s.f. Under the current guidelines, a 725 s.f. classroom is sized for 19 students, whereas a 925 s.f. classroom can accommodate 23 students per instructional space.) Currently, 45% of the core academic sections - Math, English, Social Studies and World Languages - have more than 23 students per section, with some having as many as 28 students. An additional 40% of sections have 16-23 students. The average utilization rate in these spaces is 90%, which exceeds the MSBA guideline of 85% (set to preserve flexibility in scheduling.) Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available remains below the need. Further, the repurposing has compromised the overall operation of the educational program.

The project would also replace the 300-ton chiller at the High School, with two 250-ton chillers. The existing chiller stopped working last year, cannot be repaired and must be replaced. The new chillers will accommodate the current building needs, as well as the additional square footage created by the expansion project.

Finally, this project would renovate the A Gym and related spaces. The A Gym was added to the high school in the 1950's and remains essentially in its original configuration. As a result, the space has many deficiencies and is in need of significant renovation. Specifically, the project would replace the gym floor, relocate the ceiling mounted basketball hoops, replace the rooftop-mounted ventilation units, replace the lighting and floor systems, remove the wood paneling, repaint the entire space, and install acoustic panels to the underside of the exposed roof deck. Additionally, the project would add much needed equipment storage to the gym area, and would reconfigure and increase the number of gym lockers to accommodate the expanded student population.

This article will fund construction of the proposed expansion project. The 2017 Annual Town Meeting appropriated $1.075 million for project design (including $950,000 for the classroom expansion and gym renovations and $125,000 for chiller replacement.) This article requests the balance of the funds needed to complete the project.

MOVED: That the Town vote to raise, borrow, and/or transfer and appropriate $13,188,000 for the reconstruction and expansion of the Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $120,000 be transferred from Article 1 of the November 2013 Special Town Meeting, that $126,000 be transferred from Article 14 of the November 2009 Special Town Meeting, that $817,000 be transferred from the Capital Facility Fund, and that $1,000,000 be transferred from Overlay Surplus; and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $11,125,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Ms. Marianne B. Cooley, Chairman, Board of Selectmen, offered the following motion to amend: That the main motion under Article 11 be amended by deleting the sum "$817,000" and inserting in place thereof the sum "$1,817,000", and by deleting the words "and that $1,000,000 be transferred from Overlay Surplus:"

Ms. Cooley explained that they will be bringing the final proposal back next spring. The Board of Selectmen unanimously recommends adoption of the main motion under Article 11 and the motion to amend.

Ms. Heidi C. Black, Chairman, addressed this proposal on behalf of the School Committee. She explained that the May 2017 Annual Town Meeting Approved $125,000 for the High School Chiller Replacement design under Article 42 and approved $950,000 for the High School expansion design under Article 43. Funding for the school chiller replacement design includes renovation of Gym "A". The classroom expansion will provide ten new classrooms and accommodate the projected school population of 1800. When the project is complete the Needham High School will be complete according to Ms. Black. She requested support for this article and the amendment.

Mr. Richard M. Reilly, Chairman, addressed this proposal on behalf of the Finance Committee. He noted that this article is almost $1,000,000 higher than anticipated. However, the Finance Committee voted unanimously to support Article 11 and the amendment.

The motion to amend was presented and carried by unanimous vote.

ACTION: The main motion, as amended, was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

VOTED: That the Town vote to raise, borrow, and/or transfer and appropriate $13,188,000 for the reconstruction and expansion of the Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $120,000 be transferred from Article 1 of the November 2013 Special Town Meeting, that $126,000 be transferred from Article 14 of the November 2009 Special Town Meeting, that $1,817,000 be transferred from the Capital Facility Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $11,125,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 12 was previously adopted by unanimous consent earlier this evening.

ARTICLE 13 was previously adopted by unanimous consent earlier this evening.

ARTICLE 14 was previously adopted by unanimous consent earlier this evening.

At this time the Moderator thanked the following individuals for their help in making this Special Town Meeting run smoothly: Noah Ramos and Lily Pendergast for manning the microphones, Steven Jacques for serving as Marshall, and Pat Thornton, Town Hall Custodian.

At 10:15 P.M. Ms. Marianne B. Cooley, Chairman, on behalf of the Board of Selectmen, offered the following Resolution:

THE FOLLOWING RESOLUTION

was offered

In memory of William "Bill" Tedoldi

WHEREAS: William Jack August ("Bill") Tedoldi was born in Manhattan, raised in the Bronx, and graduated from New York's Peter Stuyvesant High School. He served his country in the U.S. Navy, including three years in the Pacific, before earning a degree in business administration from Northeastern University and a law degree from the New England School of Law; and

WHEREAS: In 1956, Bill married Betsy Ann McCurran. They settled in Needham, first on Mark Lee Road, then on High Street, where they raised their four children: James, Michael, Susan and Mary Kate, all of whom are graduates of Needham High School; and

WHEREAS: Bill owned and operated the Proventure Business Group, a management consulting organization specializing in bringing together prospective buyers and sellers of companies; and

WHEREAS: Bill was active for more than 25 years with the Old Colony Planning Council, a regional agency dedicated planning for the physical, social and economic development of member communities, and was recently recognized by the Council for his outstanding service and exceptional contributions. Bill was an active board member of the Charles River Watershed Association, and served as its Treasurer. As a member of the "Stream Team," Bill would wade into the river on a monthly basis to collect water samples as part of an effort to improve water quality in the River; and

WHEREAS: Bill enjoyed being "Papa the Clown" at the annual Needham Street and Harvest Fairs, and was a fixture riding with his family in a Model T in the Fourth of July Parade. When asked to identify his occupation, he often answered "activist"; and

WHEREAS: Bill was a member of the Zoning Board of Appeals from 1984 until 2003, serving as

chairman for ten of those years, and was a Town Meeting Member for 24 years from 1964 to 1986;

NOW THEREFORE, be it resolved by this body that the October 2, 2017 Special Town Meeting be dissolved in honor of the civic and community contributions of Bill Tedoldi to the Town of Needham.

ACTION: At 10:20 P.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

* * * * *

RECORD OF THE ANNUAL TOWN ELECTION
Tuesday April 10, 2018

Pursuant to a Warrant issued by the Selectmen March 13, 2018, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the tenth day of April in the year 2018 at seven o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A – The Center at the Heights
Precinct B – The Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E – Broadmeadow School – Performance Ctr.
Precinct F – Needham High School – Gym
Precinct G – Needham High School – Gym
Precinct H – Broadmeadow School -- Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at seven o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – non-veteran) for Three Years;
Two Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
Two Members of Park and Recreation Commission for Three Years;

Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;
One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
One Town Meeting Member from Precinct G for Two Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years
One Town Meeting Member from Precinct I for Two Years;
Eight Town Meeting Members from Precinct J for Three Years.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	15	25	8	20	16
9:00 A.M.	25	45	28	33	32
10:00 A.M.	55	65	34	47	44
11:00 A.M	60	79	55	63	68
12:00 NOON	70	112	77	79	84
1:00 P.M.	79	153	93	101	92
2:00 P.M.	90	167	106	115	110
3:00 P.M.	102	196	118	124	123
4:00 P.M.	113	203	134	137	142
5:00 P.M.	125	224	156	157	164
6:00 P.M.	135	255	181	180	188
7:00 P.M.	150	284	212	210	219
8:00 P.M.	156	313	222	228	245

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	0	0
8:00 A.M.	25	10	40	26	30
9:00 A.M.	34	37	53	50	49
10:00 A.M.	51	50	86	74	65
11:00 A.M.	68	72	105	104	77
12:00 NOON	85	96	128	133	99
1:00 P.M.	105	120	147	152	117
2:00 P.M.	115	151	167	172	140
3:00 P.M.	128	166	176	189	151
4:00 P.M.	148	189	204	225	170
5:00 P.M.	171	230	232	276	194
6:00 P.M.	191	276	272	332	224
7:00 P.M.	225	323	315	394	266
8:00 P.M.	240	366	339	437	288

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 9:17 P.M., April 10, 2018.

The total number of votes cast was as follows:

	Total
Precinct A	156
Precinct B	313
Precinct C	222
Precinct D	229
Precinct E	245
Precinct F	240
Precinct G	367
Precinct H	337
Precinct I	437
Precinct J	288
TOTAL	**2,834**

(The absentee ballots are included in the Total Vote as well as three hand count ballots and two provisional ballots)
TOTAL VOTE CAST –
(13.59 % of the 20,859 Registered Voters)
(or 12.89% of both Active & Inactive Voters – 21,987)

The result of the balloting was as follows:

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834
SELECTMAN (for three years) (Vote for Not More Than Two)											
John A. Bulian	112	182	147	145	152	159	226	221	249	151	1,744
Maurice Handel	107	210	157	164	155	169	220	217	260	184	1,843
Byron John Doerfer	56	100	97	81	110	89	173	128	228	142	1,204
Scattered Write-Ins	0	3	0	3	0	2	6	1	3	1	19
Blanks	37	131	43	65	73	61	109	107	134	98	858
ASSESSOR (for three years) (Vote for One)											
Walter F. McDonough	112	207	166	164	161	161	247	225	298	191	1,932
Scattered Write-Ins	0	0	0	0	1	0	0	1	3	3	8
Blanks	44	106	56	65	83	79	120	111	136	94	894
SCHOOL COMMITTEE (for three years) (Vote for Not More Than Two)											
Heidi C. Black	109	201	168	166	168	172	244	222	295	197	1,942
Susan B. Neckes	111	202	166	162	178	169	252	234	299	196	1,969
Scattered Write-Ins	1	8	0	3	0	1	1	1	3	5	23
Blanks	91	215	110	127	144	138	237	217	277	178	1,734
TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials – veteran) (for three years) (Vote for One)											
William J. Topham	73	128	94	106	92	96	166	140	203	104	1,202
Peter J. Vergados	47	94	92	79	85	96	123	98	131	120	965
Scattered Write-Ins	0	0	0	1	0	0	0	0	1	0	2
Blanks	36	91	36	43	68	48	78	99	102	64	665
TRUSTEE OF MEMORIAL PARK (Trustee of Soldiers' Memorials – non-veteran) (for three years) (Vote for One)											
Mark R. Forbes	107	201	160	159	162	160	239	208	306	194	1,896
Scattered Write-Ins	0	1	1	2	0	0	0	1	1	2	8
Blanks	49	111	61	68	83	80	128	128	130	92	930

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834
TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years) (Vote for Not More Than Two)											
Gregory John Shesko	114	201	158	165	161	163	237	205	285	173	1,862
Richard T. Fleck	95	169	145	132	140	139	218	193	269	163	1,663
Scattered Write-Ins	0	0	0	1	2	1	0	2	2	4	12
Blanks	103	256	141	160	187	177	279	274	318	236	2,131
BOARD OF HEALTH (for three years) (Vote for One)											
Kathleen Ward Brown	94	187	146	163	155	155	278	203	306	177	1,864
Felix I. Zemel	39	60	46	37	48	38	47	55	72	63	505
Scattered Write-Ins	0	1	0	1	0	0	0	1	1	0	4
Blanks	23	65	30	28	42	47	42	78	58	48	461
PLANNING BOARD (for five years) (Vote for One)											
Elizabeth Jane Grimes	112	191	163	164	161	162	240	212	304	193	1,902
Scattered Write-Ins	0	0	2	1	0	0	0	1	3	1	8
Blanks	44	122	57	64	84	78	127	124	130	94	924
NEEDHAM HOUSING AUTHORITY (for five year) (Vote for One)											
Penelope W. Kirk	101	189	169	159	167	177	241	205	307	186	1,901
Scattered Write-Ins	0	0	2	1	0	0	1	2	0	4	8
Blanks	55	124	53	69	78	63	125	130	130	98	925
COM MISSIONER OF TRUST FUNDS (for three years) (Vote for One)											
Heydon David Traub	103	197	162	163	163	160	227	210	292	179	1,856
Scattered Write-Ins	0	0	2	1	0	0	0	0	0	4	7
Blanks	53	116	58	65	82	80	140	127	145	105	971
PARK & RECREATION COMMISSION (for three years) (Vote for Not More Than Two)											
David C. DiCicco	116	200	165	158	161	161	241	217	293	198	1,910
Christopher J. Gerstel	101	184	151	151	159	160	227	202	270	177	1,782
Scattered Write-Ins	0	1	0	1	0	0	0	1	2	3	8
Blanks	95	241	128	148	170	159	266	254	309	198	1,968

* Not Elected
** Tie Vote

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834

TOWN MEETING MEMBERS FROM PRECINCT A (Vote for Not More Than Eight)

PRECINCT A (For Three Years)

Erik J. Bailey	92	Rachel B. Miller	105
Emily Rose Cooper	97	Elizabeth M. Sargent	102
Richard S. Creem	94	Cynthia R. Gonzalez	89
John F. Diodato	83	*James F. Sargent	72
Donald B. Gratz	90		

* Not Elected
** Tie Vote

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834

TOWN MEETING MEMBERS FROM PRECINCT B (Vote for Not More Than Eight)

PRECINCT B (For Three Years)

Elizabeth M. Bloom	161	Kim Marie Nicols	167
Marianna Borrelli	152	Margot Copeland Pyle	155
John H. Cogswell	164	Stacie M. Shapiro	187
*Scott McConchie	129	Sarah Ann Toran	161
		Paul H. Attridge	154

TOWN MEETING MEMBERS FROM PRECINCT C (Vote for Not More Than Eight)

PRECINCT C (For Three Years)

Paul S. Alpert	151	Ted Owens	146
Joseph P. Barnes	160	Paul B. Tillotson	146
Gilbert W. Cox, Jr.	149	Joshua W. Levy	152
Susan B. Neckes	153	Michael E. O'Brien	157

TOWN MEETING MEMBERS FROM PRECINCT D (Vote for Not More Than Eight)

PRECINCT D (For Three Years)

Holly Anne Clarke	144	Bruce T. Eisenhut	147
Roy A. Cramer	142	Kathleen M. Lewis	145
Kathryn L. D'Addesio	153	Gregory John Shesko	150
Ann Der Marderosian	152	Emma Navales	123

TOWN MEETING MEMBERS FROM PRECINCT D (Vote for ONE)

PRECINCT D (For Two Years)

Steven E. Mock	170

TOWN MEETING MEMBERS FROM PRECINCT E (Vote for Not More Than Eight)

PRECINCT E (For Three Years)

Constance S. Barr	175	Philip V. Robey	167
Cynthia J. Chaston	154	Write-Ins:	
Ann M. Cosgrove	170	Edward Scheideler	16
Carol A. Fachetti	146	* Melissa Doyle	15
Philip R. Murray	152	*Gretchen Cook Anderson	8
Ford H. Peckham	152	* Robert Vecchi	6

* Not Elected
** Tie Vote

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834

TOWN MEETING MEMBERS FROM PRECINCT F (Vote for Not More Than Eight)

PRECINCT F (For Three Years)

Alison S. Borrelli	164	**Fabienne A. Madsen	107
John P. Connelly	127	Jennifer S. Sexton	144
Gail E. Davis	147	Deborah S. Winnick	161
Richard W. Davis	130	William A. Zoppo	119
		**Joseph McCabe	107

TOWN MEETING MEMBERS FROM PRECINCT G (Vote for Not More Than Eight)
PRECINCT G (For Three Years)

Susan W. Abbott	232	Matthew A. Kane	209
David Dirks	225	Maureen T. McCaffrey	236
Fran Gallagher	210	Susan B. McGarvey	217
Thomas M. Harkins	229	Susan Welby	230

TOWN MEETING MEMBERS FROM PRECINCT G (Vote for ONE)
PRECINCT G (For Two Years)

*Richard DeMeis	54	Annmarie MacDonnell	216

TOWN MEETING MEMBERS FROM PRECINCT H (Vote for Not More Than Eight)

PRECINCT H (For Three Years)

Heinz R. Brinkhaus	157	Marjorie M. Margolis	197
M. Patricia Cruickshank	184	Paul T. Milligan	145
*Thomas Edward Gillogley	137	Richard M. Reilly	158
Elizabeth P. Handler	205	* Lynn Sara Feigenbaum	133
Kimberly Knickle-Tierney	160	Marsha B. Moller	166

TOWN MEETING MEMBERS FROM PRECINCT I (Vote for Not More Than Eight)

PRECINCT I (For Three Years)

Peter D. Atallah	282	Laurie B. Hutcheson	270
Peter Stephen Connolly	215	Paul Robey, III	252
David J. Escalante	216	Lois F. Sockol	256
John L. Gallo	263	Ron Sockol	198
		*Michael Centola	178

* Not Elected
** Tie Vote

TOWN MEETING MEMBERS

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	156	313	222	229	245	240	367	337	437	288	2,834

TOWN MEETING MEMBERS FROM PRECINCT I (Vote for One)

PRECINCT I (For Two Years)

William Christopher Kent	222	*Rao H. Prabhala	112

TOWN MEETING MEMBERS FROM PRECINCT J (Vote for Not More Than Eight)

PRECINCT J (For Three Years)

Georgina A. Arrieta-Ruetenik	161	Elizabeth Nicole Kaponya	124
William R. Dermody	177	Christine S. McCourt	136
David C. DiCicco	144	Donna M. Mullin	159
*Stephen K Epstein	117	Lisa Cherbuliez	166
Michael J. Greis	175	*Andrea N. Cunningham	112

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 9:17 P.M., April 10, 2018.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST

****

ELECTION
(To break A Tie Vote in Precinct F
Of Two Candidates for a Three-Year Term)
Tuesday, April 24, 2018
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct F was held on Tuesday, April 24, 2018 at 7:30 P.M. for the purpose of electing one of two candidates receiving tie votes to fill the three-year term. The ballots were cast with the following results:

Joseph McCabe	7 Votes	Fabienne A. Madsen	2 Votes

****

RECORD OF THE ANNUAL TOWN MEETING
Monday, May 7, 2018

Pursuant to a Warrant issued by the Selectmen February 13, 2018 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Monday, May 7, 2018, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 232 voters, including 219 Town Meeting Members, were checked on the list as being present and 31 absent.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. Town Meeting Members joined the Moderator in honoring our country by saluting the flag and reciting the pledge of allegiance.

At this time the Moderator introduced Will Supple, a lifelong Needham resident, son of former Town Meeting Member Bill Supple and his wife Mary. He graduated from St. Sebastian's School in Needham and enrolled in Boston College where he was a winner of school-wide talent contests and selected as a member of the Bostonians, the original and premier campus vocal group. Will performed as a member of this highly-regarded college *a capella* group both as a member of the ensemble and as an out-front soloist. This year, Will auditioned for "American Idol" at the New York screening session and performed for the celebrity judges Lionel Ritche, Katy Perry and Luke Bryan, who chose him for further competition in Hollywood. Will traveled with his family to Hollywood and performed on additional occasions for American Idol. Will's journey to Hollywood was profiled on WCVB Channel 5's "Chronicle." Needham is so proud of Will, who is currently pursuing opportunities in LA and elsewhere as a professional recording artist. At my invitation Will has graciously agreed to help us open our Annual Town Meeting by performing the National Anthem. Will's vocal rendition of the National Anthem was awesome!

At the designation of Rev. Nick Morris-Kliment, President of the Needham Interfaith Clergy Association, Rev. Catie Scudera of First Parish in Needham, Unitarian-Universalist, gave the invocation.

The Moderator declared that a quorum is present and requested the Town Clerk to so record.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The call to the meeting and the Officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator stated that Town Meeting Members may only sit in the first eleven rows as indicated by the Marshalls William McCarthy and Steven Jacques, and as signified by the pylons. He further noted that there are two microphones which must be used for comments from the floor. Tonight, these microphones are being provided to you by Lily Pendergast and Kim Parsons.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

2. Anyone entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons are permitted in the hall, except by law enforcement personnel.

5. Please silence all cell phones.

6. No hats may be worn in the hall other than by uniformed personnel or for religious or medical reasons.

7. Members and all attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bonds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

8. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

9. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.8 of the Needham General By-Laws.

10. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

Special Note on zoning articles, Articles 8-9. Zoning is complex and the subject of much effort prior to Town Meeting. As discussed in the Moderator's Memorandum to Town Meeting Members in connection with our Annual Town Meeting, if you contemplate making an amendment to one of these zoning articles, I request that you confer with the Planning Board ***in advance*** *and address questions or if necessary, work out with them in advance the wording and content of any amendments.*

11. Short motions to amend and procedural motions need not be in writing.

12. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

13. Limits on debate shall be enforced by the Moderator.

14. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

15. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. coverage or cameras shall be deemed to be out of order and addressed swiftly and definitively by the chair.

16. The Moderator seeks unanimous consent to adopt the following rules of practice concerning debate:

Committee Chairpersons, Proponents of Articles including Citizen Petitioners, Attorneys representing proponents: **(15 Minutes inclusive per article)**

Town Meeting Members, non-Town Meeting Members, visitors other than attorneys: **(5 Minutes all-inclusive per article)**

Rules Concerning Budget Articles

In keeping with our tradition, I also seek your unanimous consent for a rule of procedure and debate for discussion under Article 16, Amendments to the Fiscal Year 2019 Operating Budget, as well as Articles 17, 18 and 19, the Enterprise Fund Budgets and Article 32, the consolidated Cash Capital Article. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the movant identifies another line item or items that will be reduced in order to fund the proposed increase.

The adoption of the Rules concerning budget and Cash Capital Articles was presented and passed by majority vote as declared by the Moderator.

Hearing no objection, the Moderator finds unanimous consent that the rules of procedure and practice concerning debate as described by the Moderator are voted and adopted and the Town Clerk will so record.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator announced that the Needham Exchange club will hold its first Car Show on May 20, 2018 at the High School. Admission is free and donations are welcomed. Please come and support the Needham Exchange Club.

The Moderator noted that there are two changes in the following main affirmative motions: on **Page 22, Article 3:** The problem is that "(1)" was not in the paragraph under Article 3 in the warrant and on **Page 74, Article 52:** Correct the spelling of the word "Offence" changing to "Offense." In any event, the Main Motion is now subject to a motion to amend.

The Moderator announced that the proponents no longer have an interest in Articles 4, 5, 6, 13 and 51 and requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 4, 5, 6, 13, and 51.

The Moderator announced that Articles 23, 46, 48, and 52 are subject to motions to amend or other motions from the proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called, and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator noted that Article 1 was the Annual Town Election and has already been disposed of and there are no Committee reports under Article 2. The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 3. No Town Meeting Members responded with "question" or "debate" to Articles 3, 7, 8, 9, 12, 15, 27, 29, 37, 38, 39, and 45. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2018, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	$84,197
Town Clerk with 6 years of service in that position (1)	$102,622
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $7,184, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $60,105. The annual salary of $102,622 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,558. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,782; or take any other action relative thereto.

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after

the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2018, as required by Massachusetts General Laws, Chapter 41, and Section 108:

Town Clerk	$84,197
Town Clerk with 6 years of service in that position (1)	$102,622
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(2) In addition, such compensation shall also include payment of longevity in the amount of $7,184, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $60,105. The annual salary of $102,622 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $10,558. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $14,782; or take any other action relative thereto.

ACTION: So voted by unanimous consent.

ARTICLE 7: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2019, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Massachusetts General Law Chapter 59, Section 5: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid in the preceding year, except through the application of Massachusetts General Law, Chapter 58, Section 8A or Massachusetts General Law Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2018, the cumulative increase above the statutory limit was 100%.

MOVED: That the Town vote to accept, for fiscal year 2019, the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Massachusetts General Law Chapter 59 relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption.

ACTION: So voted by unanimous consent.

ARTICLE 8: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The Board of Selectmen voted to recommend a higher amount for fiscal year 2019. The voluntary fund received $14,044 in fiscal year 2017.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $25,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus.

ACTION: So voted by unanimous consent.

ARTICLE 9: APPROPRIATE FOR SENIOR CORPS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: The Senior Corps is a program whereby qualified elderly and disabled property owners may work up to 100 hours for the Town. In turn, the individuals are paid up to $1,100 per year, which is applied to their property tax bills.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $15,000 for the purpose of funding the Senior Corps program, to be spent under the direction of the Town Manager, said sum to be transferred from Overlay Surplus.

ACTION: So voted by unanimous consent.

ARTICLE 12: APPROPRIATE FOR TIME CLOCK SYSTEM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $81,000 for the purpose of funding a time clock system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The Town seeks to implement a time clock system to track the work hours of DPW staff. Currently, work hours are tracked manually. This system will integrate with the Town's financial software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and to resolve discrepancies currently found in the paper system. The new system will reduce the current double entry system, whereby the division generates a manual time card and then this time card is entered into the payroll system.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $81,000 for the purpose of funding a time clock system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 15: APPROPRIATE FOR WATER METER DATA COLLECTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $220,000 for the purpose of funding a water meter data collection system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: The Department of Public Works has developed a plan to convert all water meters in Town to meter interface units (MIU) that can be read remotely with a remote data collection tool. There are 660 domestic and irrigation water meters in Town that have touch pads for reading the meter. In order to collect readings from these types of meters, Town staff must record the reading from the water meter and input the data into a hand-held device. Through this process, more time is spent in the field reading water meters and the readings are subject to human error. The MIUs will allow the meters to be read remotely from a Town vehicle, reducing reading time in the field and improving accuracy. The data from the MIU is transmitted by radio frequency to the mobile data collector tool.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $220,000 for the purpose of funding a water meter data collection system, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 27: APPROPRIATE FOR ROSEMARY CAMP PROPERTY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for Rosemary Camp Property improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: The three remaining buildings at the Rosemary Camp property are subject to vandalism and should be removed for safety reasons. The two smaller buildings were formerly latrines, and need to be decommissioned as part of demolition. The shelter building is not insulated and the electrical source was disconnected almost twenty years ago when a fourth building was lost in a fire. The main trail head, accessed from the Rosemary Recreation Complex parking lot, is being rebuilt while the parking lot is rebuilt, and through a prior approved funding source, the bridge crossing the stream will be re-built by the Student Conservation Association. At a later time, a picnic shelter will be added at the camp property. This area will be available for use by trail walkers as well as any programs offered by Park and Recreation or other Needham organizations.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $50,000 for Rosemary Camp Property improvements, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 29: APPROPRIATE FOR HISTORIC DATABASE PROJECT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $25,000 for the completion of the historic database project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: The Needham History Center and Museum proposes to complete its on-going artifact and archive project. With prior CPC funding, the Needham History Center and Museum has been able to rehouse and reorganize its collection and create a collections database. Archivally-sound containers have been used for storage, photos have been taken and information uploaded onto a database system that makes it easier to search and put together exhibits, including web-based exhibits.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $25,000 for the completion of the historic database project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 37: APPROPRIATE FOR RTS PROPERTY REPAIRS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $645,000 for RTS Property Repairs, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $645,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: This funding will enable the Town to make repairs to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. The Town's design consultant conducted two evaluations in 2016 on the roof and structure of the 1998 building. Emergency structural repairs were made to address immediate safety concerns in the building, including cleaning and painting of the steel framing, and repairs to the fire protection system. The remaining structural repairs that must be addressed include repairs to the pre-engineered metal framing, additional repairs to the fire protection system, additional cleaning and painting of the steel framing, roof repair, installation of a fall protection/warning system at tipping pit, replacement of the steel approach at tipping pit, and repair of the slab-on-grade. This funding will support the design, engineering, and construction of these items.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $645,000 for RTS Property Repairs, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $645,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ACTION: So voted by unanimous consent.

ARTICLE 38: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,357,111 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	$132,111	
Sewer	Sewer Main Extension Zone I and II	$690,000	
Sewer	Sewer Main Replacements	$330,000	
Sewer	Sewer System Infiltration & Inflow Removal	$205,000	
		$1,357,111	

Article Information

Sewer Main Extension Zones I and II

The Massachusetts Department of Environmental Protection designates certain sensitive areas for aquifer protection. The Zone I and Zone II aquifer protection areas for the Charles River Wellfield include homes with private septic systems. Zone I includes land within a 400 foot radius of existing or potential public water supply wells, and Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems. Extending the sewer main will enable access to homes within Zones I & II and reduce the risk of contamination. This funding will support the installation of a new sewage pumping station and extension of the sewer main in Winding River Road.

Sewer Main Replacements

The Greendale Avenue/Route 128 sewer interceptor is in need of rehabilitation/replacement. The existing sewer line is deteriorating and in need of rehabilitation/replacement. This funding will replace or reline 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property in the Right of Way from Greendale Avenue near Cheney Street towards Route 128, and along the Route 128 Right of Way to Great Plain Avenue. This interceptor sewer collects and conveys waste water from numerous sewer lines. FY2019 funding will be allocated to a feasibility study for this project.

Sewer System Infiltration and Inflow Removal

The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which

is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system.

Sewer Enterprise Fund – Core Fleet Replacement

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
28	Sewer	Work Truck Class 3 Flat Bed	2001	Work Truck Class 3 Pick Up	$64,247
94	Sewer	Work Truck Class 2B Pick Up#	2014	Work Truck Class 3 Pick Up	$67,864
Total					$132,111

The vehicle will be retained as a backup vehicle.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,357,111 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings.

Group	Description	Recommended	Amendment
Sewer	Fleet Replacement Program	$132,111	
Sewer	Sewer Main Extension Zone I and II	$690,000	
Sewer	Sewer Main Replacements	$330,000	
Sewer	Sewer System Infiltration & Inflow Removal	$205,000	
		$1,357,111	

ACTION : So voted by unanimous consent earlier this evening (Monday, May 7, 2018).

ARTICLE 39: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,525,048 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	$355,048	
Water	Birds Hill Water Tank	$340,000	
Water	Water Distribution System Improvements	$830,000	
		$1,525,048	

Article Information:

Birds Hill Water Tank

The water tank located at Birds Hill ensures that the Town is able to maintain proper operating system pressure of the water distribution system. The tank is filled through one central pipe at the bottom of the tank — and this is also how the tank is drained. The movement of water is therefore predominately at the bottom of the tank. This tank is 100 feet in diameter at the foundation and is 45 feet in elevation. This funding will allow the Town to install a mixing valve that will circulate water throughout the tank. The improved circulation will assist in maintaining chlorine levels inside the tank, improving water quality.

Water Distribution System Improvements

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town's water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless

circumstances require otherwise, the FY2019 funding will support the replacement of 8 inch water mains on Bennington Street from High Street to Concord Street (unlined) and on Country Way (unlined).

Water Main Replacement

This request is to replace a total of 11,500 linear feet of 14 inch water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern, as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping, which at the time was approximately 19,000 linear feet. The 14 inch water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14 inch water main with a new 16 inch water main extending from Grove Street to Central Avenue. In FY2016, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. Unless circumstances require otherwise, FY2019 funding will be allocated to the construction of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street to Marked Tree Road to Oak Street, and Maple Street. The 14 inch water main will be replaced by a 16 inch water main.

Water Enterprise Fund Fleet Replacement – Specialty Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
14	Water	Heavy Truck Class 8 Dump Truck	2009	Heavy Truck Class 8 Dump Truck	$239,404
22	Water	Work Truck Class 4 Utility Box	2009	Work Truck Class 4 Utility Box	$115,644
Total					$355,048

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,525,048 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Fleet Replacement Program	$355,048	
Water	Birds Hill Water Tank	$340,000	
Water	Water Distribution System Improvements	$830,000	
		$1,525,048	

ACTION : So voted by unanimous consent earlier this evening (Monday, May 7, 2018).

ARTICLE 45: NON-BETTERMENT STREET ACCEPTANCE – PANDOLF LANE

To see if the Town will vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Board of Selectmen in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Pandolf Lane; or take any other action relative thereto

Article Information: Pandolf Lane was constructed by a developer in conformance with the Town's design standards. This article, if accepted, will make Pandolf Lane a Public Way.

MOVED: That the Town vote to accept the following streets or portions thereof, constructed by developers under the requirements of the Subdivision Control Law and as laid out by the Board of Selectmen in accordance with plans on file with the Town Clerk, including the taking or acceptance of easements as shown on said plans: Pandolf Lane.

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the warrant.

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

The Moderator stated that there are no reports of Town Officers and Committees and declared this article disposed of.

Article 3 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

ARTICLE 4: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM INDEPENDENT PUBLIC EMPLOYEE ASSOCIATION/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages

provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employee Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019.

Article 4 was withdrawn earlier this evening (May 7, 2018).

ARTICLE 5: FUND COLLECTIVE BARGAINING AGREEMENT – INDEPENDENT TOWN WORKERS' ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Independent Town Workers' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019.

Article 5 was withdrawn earlier this evening (May 7, 2018).

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – BUILDING CUSTODIAN/TRADES INDEPENDENT ASSOCIATION

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian/Trades Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Building Custodian/Trades Independent Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2019.

Article 6 was withdrawn earlier this evening (May 7, 2018).

Article 7 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

Article 8 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

Article 9 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018)

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

Article Information: The Town has acquired land over the years that has never been surveyed. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added cost to projects. This funding would allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of the completed plan. The Town-owned survey project will be a multi-year program. Key priorities for future surveys include the Nike Site, Claxton Field, Mitchell School, Pollard School, the Emery Grover Building, the boat launch, Cricket Field, the Daly Building, Walker Gordon Field, Mills Field, Cooks Bridge Sewer Station, and the Stephen Palmer Building.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $100,000 for survey of Town-owned lands, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy

Mr. Maurice Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen stating that the Board supports this article.

Mr. Thomas M. Jacob, member, advised that the Finance Committee supports this article.

ACTION: The main motion was presented and carried by unanimous vote.

ARTICLE 11: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $625,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

Article Information: This warrant article will fund the annual and necessary maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2019 program will fund duct cleaning at the High Rock and Mitchell Schools, PSAB, and CATH, wood floor refinishing at the Pollard, High School, Mitchell, Hillside, Broadmeadow, Newman, and Eliot Schools and Town Hall, carpet replacement in the media

center at the Pollard School, asbestos abatement at the DPW garage, an evaluation of the pipes at the Public Safety Building, and splitting the chimney at the roof at the Eliot and High Rock Schools. At the Broadmeadow School, it will fund a hot water heater replacement and an acoustical treatment in the gym. At the Mitchell School, it will fund electrical upgrades, an office reconfiguration, painting of the ceiling tiles, refinishing of the wood trim and doors, rekeying the building, replacing the base trim, and providing acoustical insulation in the attic.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $625,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus.

Mr. John A. Bulian, Selectman, addressed this article on behalf of the Board of Selectmen. The Board of Selectmen unanimously supports this article.

Mr. John P. Connelly, member, advised that the Finance Committee voted unanimously to adopt this article.

ACTION: The main motion was presented and carried by unanimous vote.

Article 12 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

ARTICLE 13: APPROPRIATE FOR LONG RANGE PLAN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding consulting assistance for a long range plan, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

Article Information: Long range planning is an organized way to determine community needs and to set a series of goals to meet those needs. Needham has experienced an extraordinary amount of growth over the last decade. Each of these projects has been sized on its own to determine the impact and mitigation needed for town infrastructure. This funding will allow the Town to engage a consultant to provide data for boards, committees, and commissions to use in understanding the impact of population growth, demographic changes and economic development on aspects such as traffic and circulation, housing and residential development, historic and cultural resources areas, natural resources and open space, schools, and public facilities and services. The funding will permit us to look at the studies for various projects and to fill in the gaps between those studies in order to create a holistic picture of the town's growth. This information will be used in goal and priority setting across the Town. It will also be used to understand the opportunity for further growth and development.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding consulting assistance for a long range plan, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy.

Article 13 was withdrawn earlier this evening (May 7, 2018).

ARTICLE 14: APPROPRIATE FOR RTS EFFICIENCY STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding an RTS efficiency study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The Department of Public Works has proposed a review of the day-to-day operations of the RTS to identify efficiencies and develop a master plan based on the findings. The efficiency study will include a review of all aspects of the RTS operation (recycling, municipal solid waste, composting, materials processing, and the closed landfill) as they relate to site operations, a review of site layout, traffic patterns, identifiable safety concerns, an evaluation of operating and maintenance, disposal, and transportation costs, a review of current staffing and equipment levels and evaluation of future needs, and a review of Municipal Solid Waste (MSW) and recycling handling practices and their impact on existing infrastructure. The recommendations included in the efficiency study report will inform the mastering planning process for RTS facility improvements.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding an RTS efficiency study, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that the Board of Selectmen unanimously recommends adoption.

Mr. Thomas M. Jacobs, member, advised that the Finance Committee unanimously recommends adoption.

ACTION: The main motion was presented and carried by unanimous vote.

Article 15 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

ARTICLE 16: APPROPRIATE THE FY2019 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,506,298, from Overlay Surplus in the amount of $335,000, from amounts Reserved for Debt Exclusion Offsets in the amount of $115,147, and $441,494 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line

item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

MOVED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $2,506,298, from Overlay Surplus in the amount of $335,000, from amounts Reserved for Debt Exclusion Offsets in the amount of $115,147, and $441,494 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 8 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Mr. Richard M Reilly, Chair, Finance Committee, addressed this proposal with a power point presentation.

Mr. Reilly stated that in consideration of the Operating Budget, the major focus will be on updating and supplementing the letter from the Finance Committee which is printed in the Warrant.

Before doing so, however, Mr. Reilly spent some time discussing the capital projects that are in process as well as those which are contemplated in the Town's Capital Improvement Plan. As will be seen when we do turn to the consideration of the budget, one of the fastest growing line items is for debt service, the element of the budget that funds the borrowing costs for these capital projects.

The first few slides of the PowerPoint presentation list the projects which were discussed at the Capital Facility Summit meeting a few weeks ago. That meeting provided an update on ongoing and upcoming projects. The first slide lists projects that have already been approved. The second slide lists projects that are being proposed this evening or are expected to be proposed at the STM this fall. The financing costs for all of these projects are included in the charts. The third chart lists projects that are not being proposed currently but are needed and are expected to be proposed in the future. None of the financing costs for debt associated with these three projects are included in the following projections.

This next chart shows the existing and projected financing costs, assuming that everything being proposed is approved. The top line shows the financing costs for all of the Town's projects, those financed through Enterprise fund revenues and the CPA, in addition to those financed through the tax levy. These figures do not reflect reimbursement from the MSBA. The second line shows the financing costs for those projects, after MSBA reimbursement, as a percent of the total revenue, including CPA and enterprise fund revenue. The Town's guidelines call for striving to keep those costs at no more than 10% of such revenue. The bottom line of the chart shows the financing costs of the projects financed through the levy as a percent of general revenue. Our guidelines call for committing 3% of such revenue to financing capital expenditures.

As the top line on the chart indicates, financing costs are projected to increase by 50% in 6 years, from $15.8M in 2018 to $23.8M in 2023. Although not shown on this chart, total revenue is projected to grow at a slower rate, creating an imbalance. It should be kept in mind that our practice is to be conservative, both with respect to the assumed rate of interest for our borrowing costs and our revenue growth assumptions. In addition, the Debt Service Stabilization Fund could be used to offset some borrowing costs. Thus we will not necessarily exceed our 3% or 10% guidelines. To the extent that we do exceed those guidelines, however, we will be obliged to reduce the revenue available for other expenditures, dollar for dollar, at a time when there is likely to be added pressure to increase those expenditures.

The final chart in this preliminary section illustrates the impact of all of this on the tax bill for the hypothetical average single family home.

The first chart shows the growth in that tax bill in recent years through fiscal 2019. The second chart shows the increase in such tax bill for the next 10 years if all of the debt exclusions for projects currently being proposed were to be approved. For 8 of the 10 years indicated that would add $1K or more, approximately 10%, to the tax bill for that ASFH. As mentioned, these projections do not include any costs for Mitchell or Pollard.

Mr. Reilly turned the attention to the matters before us over the next several nights. He started with the money available for General Fund Appropriation. For FY 2019 that amount is $182.5M, an increase of $9.3M or 5.4% over last year. While a number of revenue numbers cut both ways, the primary element contributing to this growth is property taxes, up approximately $9.0M. The following chart analyzes the components of the increase in the property tax. The top line on the chart reflects the fact that $1.3M of new growth came on line late last fiscal year, allowing us to recognize it for fiscal 2018. We had not been expected to recognize this revenue until FY 2019 and, accordingly had not reflected it in the tax base projected for 2018. While similar adjustments in the tax base calculations are customary from year to year, they are normally in the low to mid-five figure range and do not have a material impact. $1.3M is an unusually large amount. The rest of the categories on the chart are self-explanatory.

The chart shows that $5.8M, or 65% of the increase in the growth in tax revenue comes from components which cannot be assumed to be sources of future growth for on-going general expenses. He explained the unusual nature of the first line. The excluded debt is, by definition, dedicated to specific expenditures. It is revenue neutral in that the $s so raised are not available to fund general operations. That leaves new growth. New growth is the increment to the tax base that is the result of renovations and new construction. While new growth does become part of our base, and as such is available for general operations on a continuing basis, the increase is highly variable year over year.

The following chart breaks down our new growth for the period from 2014-2019. The first component of new growth is that attributable to residential activity. While this has increased in recent years, it is the commercial component of new growth that has driven the significant overall increase in new growth. As can be seen, this element is highly variable. It should not be counted on as a source of future increases. We should also be aware that new growth brings with it increased demands for services, leading to greater operating costs. There's no free lunch.

How do we propose spending that revenue? Unless and until Town Meeting determines how and to what extent monies available for General Fund appropriation are to be applied, those

monies are not appropriated. The articles in the warrants for both this Town Meeting and for the Special Town meeting, which will be convened next Monday, propose to allocate the $182M, as follows:

The $162.7M for the Operating budget reflects Townwide expenses and the budgets for the operating departments that we will be voting on shortly. Cash capital and the financial warrant articles are for capital and other expenditures which may extend beyond FY 2019. The transfers to the Enterprise funds are reimbursements to those entities for work which they perform on behalf of the Town. $1.5M of the $2m goes to the RTS, one of the reasons there is a proposal later on to fold the RTS back into Town government. The $2M for reserve and stabilization funds is self-explanatory. The last element-$3.2M -covers some miscellaneous items, including state and county assessments, as well as provisions to cover possible abatements and exemptions, the so-called Overlay Account. Amounts not needed for this purpose can be appropriated later in the year, the so-called Overlay Surplus.

Turning to the Operating Budget, the $162.7M proposed for FY2019 represents an increase of $9.5M, or 6.2%, over the operating budget for FY 2018. There are two primary drivers of this increase, Townwide expenses and Education.

Townwide expenses are proposed to increase by $5M, or 10.7%. The increase in Townwide expense is also primarily attributable to two elements. Debt service is up by $2.3M, or 18.5%. The increase is due to the Williams school. The other substantial increase in Townwide expense is attributable to employee benefits for current employees and retirees. Those combined expenses are also up by $2.3M, a little over 8.0%. Thus, these two elements represent $4.6M of the $5M, over 90% of the total increase in Townwide expenses.

In addition to the increase in Townwide expenses, Education expenses are proposed to increase by $2.9M. While this increase is the second largest increase in absolute dollars, it represents an increase of only 4.1%, substantially less than the 6.2% increase in the overall operating budget.

There are two other components of the budget which, at first blush, appear to present substantial increases. A closer look shows this not to be the case, however. The first of these items is the DPW budget. While it is up by over $6.5M, more than doubling last year's number, that is because the maintenance division of the Department of Public Facilities has been combined with the DPW. The consolidated budgets for both DPW and Public Facilities are up by less than $500K year over year, less than 4% over their consolidated budgets from FY 2018.The other apparent large increase is for the Park and Rec. budget, which is up by some 35% over FY 2018. That is because Rosemary Pool was not open during FY 2018, so the Park and Rec. budget is artificially low this year. The Park and Rec. proposed budget is up some 20% over FY 2017, reflecting the expanded program at the new Rosemary Pool.

Turning back to the budgetary items which have had a substantial increase, the two components of Townwide expenses, debt service and employee benefits, together with Education expense, account for an increase of $7.5M, or 79%, of our overall budgetary increase of $9.5M. Fortunately we can afford this increase, and at the same time fund the other items we will be voting on. Frankly we did not have to make a lot of difficult choices in developing the proposed budget for FY 2019. But this will not necessarily continue to be the case going forward.

The "wind has been at our backs" for several years now, driven by both a strengthening overall national economy and a very healthy local economy, leading to enhanced local receipts and new growth in our tax base. According to the Building Department, in FY 2017, Needham property owners spent $324M to construct or remodel their properties, both residential and commercial. This is just short of 1/3 of a $Billion, that's with a "B". That $324M is an 80% increase over FY2016. As the earlier chart showed, much of this increase was attributable to commercial activity.

There is an expression in the investment world- "trees don't grow to the sky". Thus, we should not assume that we will continue to be the beneficiaries of this growth. In addition, we may very well have to come to grips with looming federal deficits that may squeeze revenues at the state and local level. Consequently, we must continue to show discipline in the commitments we make and the on-going costs that we build into our Operating Budget.

From a macro point of view, some 75% of the Operating Budget involves personnel costs, both compensation and benefits. Given that town government is essentially a service business, this is not surprising. On a side note, almost another 10% of our budget is for debt service, leaving just over 15% for everything else. We can assure Town Meeting that managing headcount is a major focus of the Town management and the Finance Committee in our budget deliberations. Nonetheless, staffing additions continue in order to meet evolving needs. We encourage Town governmental entities and, perhaps more importantly, our citizens to be alert to and accepting of the potential for substituting delivery of services through technological rather than human sources. (Remember how much resistance there was about going to a machine instead of a teller to get cash out of our bank accounts?) If we aren't open to technological solutions, we will be faced with escalating costs that will be a major constraint on our abilities to fund other worthwhile and necessary projects and activities.

Mr. Richard M. Reilly concluded his presentation stating that the Finance Committee unanimously approves and supports of Article 16, The FY2019 Operating Budget.

Mr. Daniel P. Matthews, Chair, addressed Article 16 on behalf of the Board of Selectmen. He noted the extraordinary work of the Finance Committee, Town Manager, and all employees who contributed to this budget. He noted that we do face challenges, but Needham is conservative in our planning. The Board of Selectmen unanimously recommends adoption of Article 16.

The Moderator proceeded to call out each line item in the budget.

Under Line Item 3, I response to an inquiry from Carol I. Urwitz, Mr. Richard M. Reilly, Chair, Finance Committee, advised that the Town was under a rate saver plan and there is now a new plan with a high deductible plan. Mr. Reilly also advised Catherine E. Kurkjian that employee costs have increased due to increased costs to the Town. Unanimous consent was given to allow Town Manager Kate Fitzpatrick, non-resident, to address Town Meeting. She explained that this new high deductible plan is positive but new employees increase costs.

Mr. John J. Frankenthaler noted that some towns purchase bulk energy and act as the provider. Mr. Daniel P. Matthews, Chair, Board of Selectmen, advised that there are pros

and cons to this process. The town has looked at this and will continue to monitor this type of purchase.

Under Line Item 4, Mr. Paul S. Alpert questioned if the solar panels contribute to the costs of electricity. Mr. Reilly noted that the Town sells the electricity.

Under Line Items 5 and 6, Mr. Steven M. Rosenstock asked for the latest actuarial reports. Mr. Reilly advised the 71.1% of the town's pension costs are covered and as of June 30 2017 20.23% of OPEC was covered.

In response to an inquiry from Mr. Mark A. Oberle, Mr. Reilly indicated that the Town is satisfied with the Fire Department staffing and salaries and we are comparable to other communities with which we compare.

Under Line Item 20, Mr. Jeffrey Stulin, Needham Representative to Minuteman School Committee, presented a brief status update. He explained that there are two parts to this Minuteman project – hardware and software. The hardware portion is the new Minutemen High School Building and the software is the Academy Educational Model. The building was constructed at each end and met in the middle. The original construction building completion date was summer of 2020, but building modifications to streamline construction and an interesting construction idea leads to a project completion date of June 2019. The project is currently on-time and on-budget. For the software portion of the project, today's students need to be both better educated and more flexible in order to succeed in a job market whose requirements are rapidly evolving due to technology and other forces.

Requirements for the "new" workplace include:

- Stronger academics
- Better communication/presentation skills
- Ability to work with colleagues from multiple disciplines
- Ability to integrate academic skills with career skills
- Expertise in technology & automation (masters of technology, not servants of technology)
- Continuing education
- Career flexibility

Making the Academy model work includes:

- **Floor plan of new building** allows the physical proximity of the career education within the academies and between the academies and academics
- **Rubicon Atlas** software enables discovery of curricula connections throughout the school, enabling the development of "real world" integrated projects
- **Technology:** student technology, critical business technology, collaboration technology, specific career path technology expertise
- **Hard work by staff** to successfully take advantage of the above to create complex multi-disciplinary curriculum exposing the students to a realistic modern work environment.

The goal is to provide an education that will enable district students to be successful today and in the future for whichever path they choose: career, college, military, or other.

In response to an inquiry from Mr. Kenneth Scott Muldoon, Mr. Stulin advised that there are 20 – 21 Needham students currently enrolled in Minuteman.

Mr. Peter Sergey Panov requested that this presentation be posted on the website.

Under Line Item 21, Mr. Aaron M. Pressman, Chairman, presented the school budget report to Town Meeting. As always the school budget for the upcoming year has many moving parts but he first updated Town Meeting on some of the projects approved in the past. He noted that if you're a fan of abstract steel sculpture, it's a great time to live in Needham. There are the bars going up for the big Beth Israel Deaconess expansion, we may be past steel at the new Rosemary pool building, and then you can admire the frames of our high school classroom addition and the new Sunita L. Williams school.

There is good news to report about the cost of the new Sunita Williams School. Bids for the work came in about $7 million below the town's $66 million estimate. With a small portion of those savings and consistent with the Town's overall energy plan, we are adding a rooftop array of photovoltaic solar panels that will generate 40 to 50% of the school's energy needs. The infrastructure to support a PV was already part of the original project, so it's easy to add the panels. The remainder of the savings will reduce the amount of borrowing required. We broke ground on November 17 and the work is proceeding rapidly. Behind the site, the AmeriCorps Student Conservation Association helped build a series of nature trails that will be a great resource for all to enjoy.

At the high school, work has begun on the addition to add 10 new and 7 renovated classrooms. Unfortunately, when the bids came in, we discovered that last year's $13.2 million estimated cost to complete all of the work we promised, including replacing the chiller and renovating the A gymnasium, fell short. Higher costs particularly for drywall, labor and some other items created a shortfall of $431,000, or about 3% of the previous request. You will hear more about a request to cover the shortfall when we get to article #7 at our special town meeting next week.

Planning is also in the later stages for bringing full day kindergarten to Needham starting in the fall of 2019 to coincide with the opening of the Sunita Williams School, which has more available space than the current Hillside school. We conducted the full day K space study that you approved last year and found that we could fit in four of our five elementary schools, but we uncovered an immediate space crunch at the Mitchell school. To address that squeeze, we will be asking for preliminary design funding to add two modular classrooms at Mitchell. It's true that we are planning to fully rebuild the Mitchell school, but that is not likely to happen for another 8 to 10 years because of other important town projects and needed support from the Massachusetts School Building Authority. Also keep in mind that these particular modular classrooms will be movable to other sites.

With these major projects well underway, the planning process is continuing for several of our other buildings. You will hear more later in town meeting about studies needed to assess the aging Pollard Middle School and the positively ancient Emery Grover administration building.

While we and other town boards oversee all these plans, of course, Superintendent Gutekanst, his administrative team and all the principals and teachers and coaches and aides in the schools are focused on our kids.

Among this year's highlights:

Our high school golf team won the annual sportsmanship award from the MIAA - Massachusetts Interscholastic Athletic Association - and our swim coach Adam Cole was named swim coach of the year. We also initiated our new inclusive unified sports program with support from the Special Olympics. We've participated in several track meets and plan to expand the program next year.

Off the playing fields, a team of Pollard 8th graders won First Place in the National History Day State Championship for their Exhibit featuring World War II veterans and winner of the congressional medal of honor Desmond Doss. Four other high school students also won awards at the competition.

In social action, the high school's Habitat for Humanity Club helped build a home in Mattapan and in Taos, New Mexico.

And in December, after racist and anti-Semitic graffiti was found at the Pollard school, an impressive and well-spoken group of 7th and 8th graders organized a "teach in" for their peers.

Just last month, High Rock Principal Jessica Downey led students and families on an exchange trip to our sister school district, Daxing, in Beijing, China.

And finally, about 50 members of our community including parents, teachers and other professionals gathered in this hall TWO WEEKS ago in a project we are calling Portrait of a Needham graduate, to examine the skills and knowledge that will be required of our graduates in the future. With additional meetings planned later this spring and in the fall, the aim is to provide guidance for developing district priorities and goals in the years ahead.

We also began the challenging work of addressing the findings of an equity audit that superintendent Gutekanst commissioned.

Fifteen years ago, the students in the Needham Public Schools were 90% white; today we have enrolled in our schools over 22% students of color.

The schools are also becoming more diverse each year with over 50 languages spoken at home by students' families, and a wide variety of cultures, faith traditions, types of families, sexual and gender identities, races, ethnicities, learning styles, disabilities, and countries of origin represented. But the audit found that not everyone feels welcome or understood in the Needham Public Schools.

Part of this year's budget request is for professional development training to address those findings and for funding to support specific student programs, like the "Launching scholars program" at Pollard which aims to close achievement gaps in math. You can find the complete equity audit on the district's web site. The results of the audit were not the only major challenge the schools faced this past year.

We and the entire town community suffered a tragic loss in February when two Needham high juniors, Talia Newfield and Adrienne Garrido, were struck and killed while crossing Webster Street. The lost potential of these two impressive young women can never be replaced and we wish to extend again to their families our deepest sympathy. We take some solace in the way the community came together to support each other. And we again thank so many including not just our school staff and administrators but the police and fire departments, the public health and youth services departments, the Needham Clergy Association, the PTCs at our schools as well as St. Joseph's School and the Walker School, Riverside Community Care, and local businesses for their assistance at this difficult time. In April, the school committee approved the establishment of a scholarship in Adrienne's name that has been generously funded by her family. As in life, the tragic and the joyous intertwine in ways no one can foresee. It is certainly a reminder to make the most of each day. And so on to the more mundane but still critically important details of our budget.

For fiscal 2019 we are proposing a roughly $71 million budget which represents about a $2.8 million or 4.03 percent increase over the current year. The rate of increase is the smallest in at least the past 10 years, but as you can read in finance committee chairman Dick Reilly's excellent letter in the front of the warrant, we have been conservative in our request because we are preparing for the cost of implementing full day kindergarten in fiscal 2020 without an override.

The town prudently has not spent some of our growing recurring revenues in this budget and last year's on recurring operating expenses. Instead they've been assigned to meet one-time costs or to reserve funds, so they will be available to help meet the estimated $2 million added annual cost of running the full day K program when it starts the following year.

Here are the major components of this year's requested increase:

Contractual Salary Increases for all existing employees account for $1.8 million, or over half of the total requested increase.

Special Education and Student Support Cost increases were less severe than in some prior years but increases in the number of special education students being served, special ed tuition, and other mandated costs total just over $376,000–about $175,000 of that is for out-of-district tuition.

Additional funds are needed to meet growing enrollment and maintain class sizes. While overall enrollment is projected to increase only slightly next year, we need to make sure that class sizes stay within our School Committee guidelines. The budget includes a net increase of 3 Full Time Equivalent teachers, mainly at the high school. We dearly love the class of 2018 and we will soon bid them a fond farewell at graduation. But they are also smaller than many of the classes coming up through the elementary and middle schools behind them, requiring some additional teachers at the high school in coming years.

The remainder of the increase is divided among smaller but no less critical areas, like adding a full time math coach at the elementary school level, supporting the new unified sports program I mentioned earlier, and starting to hire some permanent, building based substitute teachers.

Mr. Pressman noted that last year we convened a transportation study group made up of representatives from the schools, parents, and the finance committee to review our bus and van programs. The group uncovered several unmet needs that we will begin to address in this budget. The budget includes about $30,000 to add after school late buses at the middle and high school levels for students who wish to participate in extracurricular activities or access homework help but still need a ride home. In our usual yellow bus service, the group found that to eliminate a persistent waiting list that can reach 40 or more students a year would require at least two new buses. We're

seeking an additional $66,000 for one bus this year and hopefully will add the second bus next year.

For those who want to dig deeper into the details, please consult the 66-page budget request mailing you received prior to town meeting, which is also available in PDF form on the Needham schools website. You can also keep up with all the latest school news, and snow cancellation controversies, by following our superintendent on Twitter, on his blog or by signing up for email updates.

Mr. Pressman reiterated that it is a great honor to stand before you and advocate for the School budget. However none of this could happen without the talents and hard work of Dr. Gutekanst, assistant superintendent for finance Anne Gulati and many others in the schools. We also rely on the much appreciated cooperation and dedication of the Town Manager and her staff, the Select Board, possibly soon to be called, the Finance Committee, the Permanent Public Building Committee, and others.

Mr. Pressman thanked all of them for supporting the students, teachers and staff for helping create a school system that is widely recognized as one of the best in the state not just for academic or athletic excellence, but also for innovation, creativity, inclusivity and kindness.

Mr. Pressman thanked the Moderator and fellow Town Meeting Members and urged support of the Fiscal Year 2019 School Budget.

Mr. Peter J. Pingatore expressed concerned with the student/teacher class ratio. Mr. Pressman advised that the guidelines are posted. There are 20 – 24 students per class for the elementary schools. This is slightly higher. Mr. Pingatore noted that Needham is third highest in the State in teacher/student ratio.

ACTION: The main motion was presented and carried by unanimous vote.

Townwide Expenses

1. Casualty, Liability, Property & Self Insurance Program	$626,790
2. Debt Service	$14,904,503
3. Group Health Insurance, Employee Benefits Assessments & Administrative Costs	$15,256,471
4. Needham Electric, Light & Gas Program	$3,586,259
5. Retiree Insurance & Insurance Liability Fund	$6,906,705
6. Retirement Assessments	$7,934,482
7. Workers Compensation	$679,253
8. Classification Performance & Settlements	$527,090
9. Reserve Fund	$1,859,891
Townwide Expense Total	**$52,281,444**

Board of Selectmen & Town Manager	
10A Salary & Wages	$875,526
10B Expenses	151,699
Total	**$1,027,225**
Town Clerk & Board of Registrars	
11A Salary & Wages	$373,098
11B Expenses	$60,035
Total	**$433,133**
Town Counsel	
12A Salary & Wages	$75,422
12B Expenses	$254,000
Total	**$329,442**
Personnel Board	
13A Salary & Wages	$0
13B Expenses	$0
Total	**$0**
Finance Department	
14A Salary & Wages	$1,905,197
14B Expenses	$949,492
14C Capital	$75,000
Total	**$2,929,689**
Finance Committee	
15A Salary & Wages	$37,448
15B Expenses	$1,320
Total	**$38,768**
Planning and Community Development	
16A Salary & Wages	$529,523
16B Expenses	$31,900
Total	**$561,423**
General Government and Land Use Total	**$5,319,680**
Police Department	
17A Salary & Wages	$6,350,537
17B Expenses	$311,290
17C Capital	$153,574
Total	**$6,815,401**
Fire Department	
18A Salary & Wages	$7,763,983
18B Expenses	$376,822
18C Capital	$23,778
Total	**$8,164,583**
Building Department	
19A Salary & Wages	$701,713
19B Expenses	$55,040
Total	**$756,753**
Public Safety Total	**$15,736,737**
Minuteman Regional High School Assessment	
20 Assessment	$914,236
TOTAL	**$914,236**
Needham Public Schools	
21 Needham Public School Budget	$71,105,943
TOTAL	**$71,105,943**
Education Total	**$72,020,179**

Public Facilities Design & Construction	
22A Salary & Wages	$488,361
22B Expenses	$19,495
Total	**$507,856**
Department of Public Works	
23A Salary & Wages	$7,482,721
23B Expenses	$4,537,940
23C Capital	$29,993
23D Snow & Ice	$416,232
Total	**$12,466,886**
Public Facilities and Public Works Total	**$12,974,742**
Municipal Parking Program	
24 Program Budget	$106,382
Total	**$106,382**
Health and Human Services Department	
25A Salary & Wages	$1,519,748
25B Expenses	$341,986
Total	**$1,861,734**
Commission on Disabilities	
26A Salary & Wages	1,500
26B Expenses	550
Total	**$2,050**
Historical Commission	
27A Salary & Wages	$0
27B Expenses	1,050
Total	**$1,050**
Needham Public Library	
28A Salary & Wages	$1,397,232
28B Expenses	$358,677
Total	**$1,755,909**
Park & Recreation Department	
29A Salary & Wages	$575,332
29B Expenses	$84,600
Total	**$659,932**
Memorial Park	
30A Salary & Wages	$0
30B Expenses	$750
Total	$750
TOTAL: COMMUNITY SERVICES	**$4,387,807**
DEPARTMENT BUDGET TOTAL	**$110,439,145**
TOTAL OPERATING BUDGET	**$162,720,589**

ARTICLE 17: APPROPRIATE THE FY2019 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

RTS Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$757,996	10.0	$796,656	10.0	$801,914	10.0	
101B	Expenses	$1,226,853		$1,369,612		$1,496,979		
101C	Operating Capital	$96,250		$91,500		$91,500		
101D	Debt Service	$149,784		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
	TOTAL	**$2,230,883**	**10.0**	**$2,432,768**	**10.0**	**$2,565,393**	**10.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						5.5%	

and to meet this appropriation that $940,000 be raised from RTS Enterprise Fund receipts, that $1,520,000 be raised from the Tax Levy and transferred to the Enterprise Fund, and that $105,393 be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a pay-per-throw program. To use the RTS, residents must obtain a special sticker which is affixed to the windshield of the vehicle transporting recycling and/or trash into the RTS. Residents may purchase special bags for their non-recyclable trash disposal or may haul trash into the center and have it weighed before disposing, paying a fee. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. Additionally, the RTS provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

FY2019 will be the fifth year with the funding model for the Recycling and Transfer Station Enterprise, which includes a significantly higher contribution from the General Fund to offset the loss of revenue collected through the annual sticker fee that was previously paid by residents. This payment, along with pay-per-throw bags and other rubbish disposal fees and miscellaneous revenue, provides the funds to support and operate the center. The General Fund contribution of $1,520,000 for FY2019 is $57,500 more than the current year. This is a trend that is anticipated to continue into the future, which is one of the primary reasons that there is a recommendation to dissolve the enterprise fund effective for FY2020, addressed under a separate warrant article for this Town Meeting.

The recommended operating budget for FY2019 is $2,565,393 or $132,625 (5.5%) more than the FY2018 budget. The $5,258 (0.7%) change in salary and wages line reflects step and longevity increases for department personnel. The collective bargaining agreement with the NIPEA union expires on June 30, 2018. A successor agreement with the union had not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting. The RTS has ten full-time employees, of whom eight are members of the NIPEA union.

The $127,367 (9.3%) increase in the expense line is driven by the costs for the disposal of solid waste and the "upside-down" change with the recycling market which now has the Town paying to have many recyclable items removed from Town rather than being paid for the items. Overall the cost in processing recyclables accounts for more than $110,000 of the total increase. However, recycling is still less expense than outright disposal. Another increasing expense is with the maintenance and repair of equipment and the facility which is $12,100 more for FY2019 over FY2018, an increase of 17.5%.

The operating capital line is level funded at $91,500 for FY2019. The funds are proposed to be used to replace an open top trailer and roll-off containers. The open top trailer is used to haul trash to the waste to energy plant in Millbury. The roll-off containers are used by residents to drop off trash and recycling; these are part of an annual replacement schedule. Debt service is level funded at $150,000, and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY2019.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

RTS Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$757,996	10.0	$796,656	10.0	$801,914	10.0	
101B	Expenses	$1,226,853		$1,369,612		$1,496,979		
101C	Operating Capital	$96,250		$91,500		$91,500		
101D	Debt Service	$149,784		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
	TOTAL	**$2,230,883**	**10.0**	**$2,432,768**	**10.0**	**$2,565,393**	**10.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						5.5%	

and to meet this appropriation that $940,000 be raised from RTS Enterprise Fund receipts, that $1,520,000 be raised from the Tax Levy and transferred to the Enterprise Fund, and that $105,393 be transferred from RTS Enterprise Fund Retained Earnings.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He stated that the Board of Selectmen unanimously support this article.

Mr. Joshua W. Levy, member, recommended adoption of this proposal on behalf of the Finance Committee.

ACTION : The main motion was presented and carried by majority vote declared by the Moderator.

ARTICLE 18: APPROPRIATE THE FY2019 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$997,868	12.0	$958,976	11.0	$961,327	11.0	
201B	Expenses	$350,248		$431,060		$439,727		
201C	Capital Outlay	$40,986		$50,000		$50,000		
201D	MWRA Assessment	$5,683,915		$5,889,796		$6,227,150		
201E	Debt Service	$1,044,704		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
	TOTAL	**$8,117,721**	**12.0**	**$8,864,832**	**11.0**	**$9,213,204**	**11.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						3.9%	

and to meet this appropriation that $8,458,454 be raised from Sewer Enterprise Fund receipts, that $504,750 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and that $250,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 144 miles of collector and interceptor sewers, 3,958 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout Town. Stormwater and associated discharges are now considered by the Federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment. The Town's drainage infrastructure consists of over 144 miles of drains and 4,312 catch basins.

The Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff. However, the costs not associated with sewer operations are funded by taxation and not by sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2019 Sewer Operations	FY2019 Drains Program	FY2019 Recommended Budget	FY2018 Sewer Operations	FY2018 Drains Program	Current FY2018 Sewer Budget
Salary & Wages	$617,991	$343,336	$961,327	$625,189	$333,787	$958,976
Expenses	$278,313	$161,414	$439,727	$273,098	$157,962	$431,060
Capital Outlay	$50,000	$0	$50,000	$50,000	$0	$50,000
MWRA Assessment	$6,227,150	$0	$6,227,150	$5,889,796	$0	$5,889,796
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$8,708,454	$504,750	$9,213,204	$8,373,083	$491,749	$8,864,832

	FY2019 Sewer Operations $ Change	FY2019 Drains Operations $ Change	FY2019 Sewer Enterprise $ Change	FY2019 Sewer Operations % Change	FY2019 Drains Operations % Change	FY2019 Sewer Enterprise % Change
Salary & Wages	-$7,198	$9,549	$2,351	-1.2%	2.9%	0.2%
Expenses	$5,215	$3,452	$8,667	1.9%	2.2%	2.0%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$337,354	$0	$337,354	5.7%		5.7%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$335,371	$13,001	$348,372	4.0%	2.6%	3.9%

The total operating budget of $9,213,204 for FY2019 is $348,372 more than the current FY2018 budget, an increase of 3.9%. This increase is primarily due to the increase in the MWRA assessment for the Town's sewerage and wastewater disposal. The $6,227,150 preliminary assessment represents a 5.7% increase over FY2018. The increase in the MWRA sewer assessment accounts for approximately 97% of the total increase. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor.

The FY2019 sewer operations portion of the budget is $335,371 higher, an increase of 4.0% over the current year. The MWRA assessment for FY2019 is $337,354 more than the current appropriation, which is greater than the total increase for sewer operations. The total sewer operations increase is lower than the increase for just the MWRA assessment is due to the decrease in the salary and wages line. The FY2019 drains operations portion of the budget is $13,001 more than the FY2018 allocation, a 2.6% increase over FY2018.

The total salary and wages line is $961,327 for FY2019, an increase of $2,351 (0.2%). The sewer division has 11 full-time employees all of whom are members of the NIPEA union. A successor agreement with the union has not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The total expense line for FY2019 is $439,727 which is $8,667 or 2.0% more than the current year. The largest of the expense increases ($7,000) is for the new stormwater management software that is necessary to meet the new Municipal Separate Storm Sewer System (MS4) permit requirements. There is a $2,175 increase for the repair and maintenance of generators and facilities. The estimated cost for collecting and disposing of catch basin and street sweeping debris is $2,998 higher than the current year. There is also a $200 increase for certification and licenses fees. These increases were offset in part with budget decreases for energy ($1,693), vehicle related expenses ($1,013), and various supplies ($1,000).

The operating capital line is level funded at $50,000 for FY2019. This budget line pays for grinder replacements and allows the department to continue its annual $25,000 allocation for sewer pump and small power equipment replacement. The plan for FY2019 is the replacement of one pump at the Great Plain Avenue Pump Station and replacement of a grinder at the Kendrick Street Pump Station.
The sewer debt service budget line is also level dollar at $1,500,000 for FY2019, which is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2019. The budget plan for FY2019 includes the use of $250,000 from sewer retained earnings. The $504,750 to be transferred from the tax levy is to pay for drains-related programs; this is an increase of $13,001 from FY2018.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Sewer Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$997,868	12.0	$958,976	11.0	$961,327	11.0	
201B	Expenses	$350,248		$431,060		$439,727		
201C	Capital Outlay	$40,986		$50,000		$50,000		
201D	MWRA Assessment	$5,683,915		$5,889,796		$6,227,150		
201E	Debt Service	$1,044,704		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
	TOTAL	**$8,117,721**	**12.0**	**$8,864,832**	**11.0**	**$9,213,204**	**11.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						3.9%	

and to meet this appropriation that $8,458,454 be raised from Sewer Enterprise Fund receipts, that $504,750 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund, and that $250,000 be transferred from Sewer Enterprise Fund Retained Earnings.

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that the Board voted unanimously to recommend adoption of Article 18.

Mr. Joshua W. Levy, member, recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 19: APPROPRIATE THE FY2019 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,102,564	16.0	$1,248,413	17.0	$1,252,990	17.0	
301B	Expenses	$1,087,838		$1,107,888		$1,137,563		
301C	Capital Outlay	$2,875				$20,000		
301D	MWRA Assessment	$1,039,372		$1,109,794		$862,262		
301E	Debt Service	$1,549,049		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
	TOTAL	**$4,781,698**	**16.0**	**$5,091,095**	**17.0**	**$4,897,815**	**17.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						-3.8%	

and to meet this appropriation that the sum of $4,897,815 be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day.. The current water withdrawal registration from the Department of Environmental Protection (DEP) allows approximately 2.63 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 143.5 miles of water mains, 1,344 public and private hydrants, 3,231 water gate valves, and 10,069 water service connections. This system supports approximately 14,545 installed meters.

The overall operating budget for FY2019 is $4,897,815 or $193,280 (3.8%) less than the FY2018 budget. The decrease is the result of a lower MWRA assessment for the Town's use of water. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2019 water assessment is based on CY2017 water use. The Town's use of MWRA water was down approximately 31% from the prior year. The preliminary water assessment for FY2019 is $862,262 which is $247,532 (22.3%) less than the appropriation for the current year. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production	CY2015	CY2016	CY2017
Water Production*	1,256.8	1,217.3	1,166.4
Water Production from MWRA	304.1	327.1	225.9
Water Production from Town Wells	952.7	890.2	940.5
Percentage from MWRA	24.2%	26.9%	19.4%
*millions of gallons			
Water meters replaced	1,203	1,348	1,315
Percentage of the total number of water meters in place for that year	8.3%	9.3%	9.0%

The FY2019 salary and wage expense line is $1,252,990, an increase of $4,577 (0.4%) over the current budget. The water enterprise has 17 full-time employees of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. The collective bargaining agreement with the NIPEA and ITWA unions expires on June 30, 2018. Successor agreements with the bargaining groups have not been reached; any funding that may be required as a result of an agreement will be addressed at a subsequent town meeting.

The water expense line of $1,137,563 is $29,675 higher than the FY2018 budget, or approximately 2.7% more. Approximately 83% of that increase ($24,716) is for public works supplies which include drinking water treatment chemicals and water meters of various sizes. Professional and technical services increased by $6,700 to pay for costs associated with the Dunster and Birds Hill water tank inspections and testing. The budget expense for gasoline and diesel fuel for vehicles and equipment is $2,138 higher than the current year. There is a decrease in the budget for energy of $3,579 (electricity is higher and natural gas is lower). The net change for all the other expense categories is a decrease of $300.

There is a request for $20,000 in operating capital for FY2019 – there was no budget for this category in FY2018. The planned expenses are the replacement of two filter valves ($15,000) at the water treatment plant, and the replacement of a trailer to move equipment ($5,000). Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2019.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2019, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2019

Line #	Description	FY2017 Expended	FTE	FY2018 Current Budget	FTE	FY2019 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$1,102,564	16.0	$1,248,413	17.0	$1,252,990	17.0	
301B	Expenses	$1,087,838		$1,107,888		$1,137,563		
301C	Capital Outlay	$2,875				$20,000		
301D	MWRA Assessment	$1,039,372		$1,109,794		$862,262		
301E	Debt Service	$1,549,049		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
	TOTAL	**$4,781,698**	**16.0**	**$5,091,095**	**17.0**	**$4,897,815**	**17.0**	
	FY2019 Budget Percentage Change from FY2018 Budget						-3.8%	

and to meet this appropriation that the sum of $4,897,815 be raised from Water Enterprise Fund receipts.

Mr. John A. Bulian, Selectman, recommended adoption of this proposal on behalf of the Board of Selectmen.

Mr. Joshua W. Levy, member, noted that the Finance Committee voted 7 – 0 to recommend adoption of Article 19.

In response to an inquiry from Mr. Mark J. Gluesing, Town Manager Kate Fitzpatrick concurred that this fund is high and that there is a plan for the retained earnings. Excess funds are proposed to be used under capital funding.

The Town has grandfathered rights to use water – this is called "registered water." We also had a permit to use a slightly higher amount of water. It is the permit under the Water Management Act that restricted our use. We surrendered our permit and now we are not restricted and do not need a water ban.

ACTION : The main motion was presented and carried unanimously by voice vote.

ARTICLE 20: AMEND GENERAL BY-LAW - DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the General By-Laws by striking the words "Public Facilities Department " under section 2.2.7.5.8 and inserting in place thereof "Department of Public Works"; or take any other action relative thereto.

Article Information: The purpose of this By-Law amendment is to reflect the organization change where the operations division of the Public Facilities Department was moved into the Department of Public Works.

MOVED: That the Town vote to amend the General By-Laws by striking the words "Public Facilities Department " under section 2.2.7.5.8 and inserting in place thereof "Department of Public Works".

Mr. John A. Bulian, Selectman, stated that the Board of Selectman unanimously supports this article.

Barry J. Coffman, member, Finance Committee, advised that the Finance Committee unanimously recommend adoption of Article 20.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 21: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Home Composting	Department of Public Works	$3,000
Immunization Program	Health and Human Services Department	$25,000
Memorial Park Activities	Memorial Park Trustees	$4,100
Needham Transportation	Health and Human Services Department	$60,000
Public Facility Use	Public Facilities Department	$250,000
School Transportation	School Committee	$819,000
Traveling Meals	Health and Human Services Department	$75,000
Tree Replacement	Department of Public Works	$25,000
Water Conservation	Department of Public Works	$10,000
Youth Services Programs	Health and Human Services Department	$25,000

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Board of Selectmen and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

MOVED: That the Town vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Home Composting	Department of Public Works	$3,000
Immunization Program	Health and Human Services Department	$25,000
Memorial Park Activities	Memorial Park Trustees	$4,100
Needham Transportation	Health and Human Services Department	$60,000
Public Facility Use	Public Facilities Department	$250,000
School Transportation	School Committee	$819,000
Traveling Meals	Health and Human Services Department	$75,000
Tree Replacement	Department of Public Works	$25,000
Water Conservation	Department of Public Works	$10,000
Youth Services Programs	Health and Human Services Department	$25,000

Mr. John A. Bulian, Selectman, stated that the Board of Selectman unanimously supports this article.

Barry J. Coffman, member, Finance Committee, explained that the resolving funds need to be voted on annually and they are appropriate.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 22: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The FY2019 Chapter 90 allocation for the Town is $929,259. Unless circumstances require otherwise, the FY2019 Chapter 90 allocation will be directed to the design of the second phase of the downtown design improvement project

MOVED: That the Town vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation.

Mr. Maurice P. Handel, Selectmen, addressed this proposal on behalf of the Board of Selectmen. He noted that the Board of Selectmen unanimously recommends adoption.

Mr. Thomas M. Jacobs, member, advised that the Finance Committee urges support of this article.

Mr. William R. Dermody expressed concern with the traffic and congestion at the railroad crossing on Great Plain Avenue.

Mr. Jacobs suggested the need for a crosswalk near the railroad crossing at Great Plain Avenue. Mr. Handle advised that this will be addressed but not under the next phase.

Ms. Lois Sockol suggested using some of the funds under this article and questioned who decides where this money is best used and how does the safety factor fit in.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 23: PERMITTED USES IN THE NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:

"(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary."

(2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:

"**4.4.12 Dimensional Relief by Special Permit**
Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

(a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and

(b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5."

(3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

"**6.11 Affordable Housing**
Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

(a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.

(b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot for each one Affordable Unit over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.

(c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income.

In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.

(d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development's market-rate units.

(e) The affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.

(f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.

(g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.

(h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.

(i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:

(1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.11(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);

(2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.11(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units- 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

Or take any other action relative thereto.

Article Explanation: This article would authorize by special permit apartment or multi-family dwelling use above the first floor in the Neighborhood Business District located at Central Avenue and Reservoir Street, provided the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district. Specifically, the provision would apply to Neighborhood Business Districts, any portion of which is located within 150 feet of the Route 128 boundary. Presently mixed use development which includes a housing component is not a permitted use within the Neighborhood Business District.

To encourage redevelopment of existing properties for mixed use development of an appropriate scale, density and design, the article offers flexibility as relates maximum floor area ratio, building height and minimum side and/or rear setback. This relief is provided in the Neighborhood Business District located at Central Avenue and Reservoir Street. Specifically, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit to increase the maximum permitted floor area ratio for a mixed use building up to 0.7 and the maximum permitted building height to three (3) stories and forty (40) feet. Currently in the aforementioned district, the maximum floor area ratio for a building or structure is capped at 0.50 and the maximum building height is capped at two and one-half (2.5) stories and thirty-five (35) feet. Additionally, the amendment would allow the Planning Board, acting as a special permit granting authority under site plan review, to reduce the minimum side and/or rear setback for a mixed use building adjoining a residential district to twenty (20) feet provided the required 20 foot buffer strip is suitably landscaped and not used for any other purpose. Currently in the aforementioned district, no building or structure for a use not allowed in a residential district is permitted within 50 feet of the residential district boundary, and within said strip, the twenty-five (25) feet closest to the boundary line is to be suitably landscaped.

Affordable housing is also proposed to be accommodated in larger scale mixed-use developments under this amendment in the Neighborhood Business District located at Central Avenue and Reservoir Street. The proposed zoning requires affordable housing in larger mixed-use developments, i.e., with six or more dwelling units. At least one affordable unit is required for a development with six to ten units. For a development with eleven or more units, at least twelve and one-half percent (12.5%) must be affordable. To encourage the provision of an additional affordable unit above the required minimum, the proposed zoning allows for a density bonus of up to two units such that if the development includes an additional affordable unit, an additional market unit can be produced. Finally, the Planning Board may grant a special permit

to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units as noted above. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:

"(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary."

(2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:

"**4.4.12 Dimensional Relief by Special Permit**
Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

(a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and

(b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5."

(3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

"**6.11 Affordable Housing**
Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

(a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.

(b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot for each one Affordable Unit over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.

(c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income. In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.

(d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development's market-rate units.

(e) The affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.

(f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.

(g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.

(h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.

(i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:

(1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust

Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.11(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);

(2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.11(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units- 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

The following article to amend was offered by Mr. Ted Owens: That the main motion under Article 23 is amended as follows:

(a) In Article 23, by deleting in the first sentence of Section 6.11(b) the words "for each one Affordable Unit" so that the entire section shall now read as follows:

(b) To facilitate the objectives of this Section 6.11 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot over the number required in section 6.11(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district."

(c) In Article 23, by renumbering Section 6.11 as Section 6.12 wherever it appears throughout the article.

Mr. Paul S. Alpert, Member, addressed this article on behalf of the Planning Board. He explained that there are two uses in the Neighborhood Business District. The district is mostly businesses, but the owner's would like the second floor to become apartments similar to the Mixed Use neighborhoods. This would not be by "right", but by Special Permit. The second paragraph deals with the Special Permit process and the third paragraph deals with "Affordable Housing" which only applies if asking for six or more units. Mr. Alpert requested approval of this article on behalf of the Planning Board.

Mr. Matthew D. Borrelli, Selectmen, stated that the Board of Selectmen unanimously recommends adoption as amended.

Ms. Carol A. Fachetti, Member, advised that the Finance Committee would encourage more affordable housing and recommends adoption.

Mr. Owens motion to amend the main motion was presented and passed by majority vote declared by the Moderator on a voice vote.

ACTION: The main motion, as amended, was presented and passed by the required two-thirds vote declared by the Moderator on a voice vote.

VOTED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(1) Amend Section 3.2.3 Uses in the Neighborhood Business District, Subsection 3.2.3.2, Uses Permitted by Special Permit, by inserting a new paragraph (p) to read as follows:

"(p) Apartment or multi-family dwelling use above the first floor provided the first floor is used for a nonresidential use allowed in Section 3.2.3.1 or Section 3.2.3.2 and further provided that the proposed apartment or multi-family dwelling complies with the lot area per unit requirements for apartments in the A-1 district as detailed in Section 4.3. This provision applies only to Neighborhood Business Districts any portion of which is located within 150 feet of the Route 128 boundary."

(2) Amend Section 4.4 Dimensional Requirements for Commercial Districts, by adding the following new Subsection at the end thereof:

"**4.4.12 Dimensional Relief by Special Permit**
Notwithstanding the foregoing to the contrary and subject to all other requirements of the district, the Planning Board acting as a special permit granting authority may issue a special permit for mixed use buildings allowed by special permit under Subsection 3.2.3.2 (p) in the Neighborhood Business District to:

(a) increase the maximum floor area ratio to 0.7 and the building height to three (3) stories and forty (40) feet; and

(b) reduce the minimum side and/or rear setback adjoining a residential district to twenty (20) feet provided said strip is suitably landscaped in accordance with the specifications in Section 4.4.8.5."

(3) Amend Section 6 Special Regulations, by adding the following new Subsection at the end thereof:

"**6.12 Affordable Housing**
Any mixed-use building in the Neighborhood Business (NB) District with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of this By-Law. The following requirements shall apply to a development that includes affordable units:

(a) At least twelve and one-half percent (12.5%) shall be affordable units. For purposes of calculating the number of affordable units required in a proposed

development, any fractional unit of ½ or greater shall be deemed to constitute a whole unit.

(b) To facilitate the objectives of this Section 6.12 the minimum lot area per dwelling unit normally required in the A-1 zoning district (as applicable to the Neighborhood Business District), shall be reduced by that amount necessary to permit up to two additional units (one affordable unit and one market unit) on the lot over the number required in section 6.12(a) above. The additional floor area permitted herein shall be counted toward the maximum floor area ratio allowed by special permit in the NB district.

(c) In a home-ownership project the affordable unit(s) shall be sold to households with incomes at or below eighty (80) percent of area median income. In a rental project the affordable rental units must be provided to households with incomes at or below 80% of area median income. However, if the applicant provides at least one-half of the affordable units for households with incomes at or below fifty (50) percent of area median income, the remaining affordable units may be rented to households with incomes up to 100 percent of area median income even if the latter units are not eligible for the Subsidized Housing Inventory, regardless of any requirements to the contrary set forth in Section 1.3.

(d) Affordable units shall be dispersed within the building and not concentrated in one area or on one floor. They shall generally be comparable in size and energy efficiency to the development's market-rate units.

(e) The +affordable units shall be constructed in proportion to the number of market-rate units in the development. Proportionality shall be determined by the number of building permits or certificates of occupancy issued for the affordable units and market-rate units, as applicable, or otherwise in accordance with a schedule set by the Planning Board in conditions imposed on the Special Permit.

(f) The selection of eligible homebuyers or renters for the affordable units shall be in accordance with a marketing plan approved by the Needham Planning Board prior to the issuance of any building permits for the development.

(g) The affordable units shall be subject to an affordable housing restriction as defined in Section 1.3 of this By-Law with limitations on use, occupancy, resale prices or rents, as applicable, and which provides for periodic monitoring for compliance with the requirements of said restriction.

(h) For affordable units with not more than one bedroom, the minimum number of parking spaces under Section 5.1 shall be reduced to one space per unit.

(i) The SPGA may authorize that an alternative method of compliance be used, in accordance with the following:

(1) Cash Payment: The SPGA may grant a special permit to provide affordable housing through a cash payment to the Needham Affordable Housing Trust Fund, in lieu of providing one or more of the affordable units required under this Section. The cash payment shall be equal to the most current Total Development Costs set forth in the MA Department of Housing & Community Development's Qualified Allocation Plan in its Low Income Housing Tax Credit Program, for the areas described as within Metro Boston/Suburban Area, adjusted for the type of project and number of units. The cash payments shall also be in accordance with a schedule of affordable housing payments as outlined hereafter in §6.12(i)(2) and guidelines adopted and amended from time to time by the SPGA, following a public hearing, in consultation with the Needham Department of Planning and Community Development (DPCP);

(2) For a covered development having 10 units or less that provides affordable housing through a cash payment in lieu of affordable units, the cash payment shall be made as a pro-rated percentage (%) of the Total Development Cost referenced in §6.12(i)(1), based on the total number units in the project and the following percentages: 10 units - 100%; 9 units- 90%; 8 units - 80%; 7 units - 70% and 6 units - 60%. The DPCD shall not sign off on Certificate(s) of Occupancy until the Petitioner pays 100% of the required cash in lieu payment."

At 10:55 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday, May 9, 2018 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall. The motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and passed by voice vote declared by the Moderator.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

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ADJOURNED ANNUAL TOWN MEETING
Wednesday, May 9, 2018

Pursuant to adjournment of the Annual Town Meeting held May 7, 2018, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday May 9, 2018 at 7:30 P.M.

Check lists were used and 216 voters were checked on the list as being present, including 210 Town Meeting Members. 40 Town Meeting Members were absent.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Jim Mitulski, Interim Senior Minister, First Congregations Church of Needham, UCC, gave the invocation.

The Temporary Moderator, Paul T. Milligan, declared a quorum to be present and requested the Town Clerk to so record.

The Moderator reminded Town Meeting Members to sit in the first 11 rows of the hall. He also noted that only Town Meeting Members are permitted to vote.

At this time discussion commenced under Article 24.

ARTICLE 24: AMEND ZONING BY-LAW – MAP CHANGE TO NEIGHBORHOOD BUSINESS DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Neighborhood Business District a portion of land now zoned Industrial and lying between the Charles River, Reservoir Street, and 100-feet distant from the Central Avenue Layout.

Said land is bounded and described as follows:

Beginning at a point 100-foot distant from the Central Avenue Right of Way southerly layout line and at the intersection now or formally of the Single Residence B District, Industrial District, and Neighborhood Business District on the property line identified as Parcel II recorded at the Norfolk Registry of Deed Book 11216 page 659. Thence running along the northern property line of said Parcel II in the southeasterly direction for a distance of 56-feet more or less to a point of intersection with the rear lot corner of said parcel. Thence turning and running in a southwesterly direction along said rear property line of Parcel II, and of Parcel I described in said deed for a total of 262-feet more or less to a point of intersection of the Reservoir Street Right of Way easterly layout line. Thence turning and running in a northwesterly direction along the easterly Reservoir Street Right of Way line to a point of intersection of the now or formally zoned Neighborhood Business District and Industrial District and located 100-foot distant from the Central Avenue southerly layout line. Thence turning and running in a northeasterly direction along the now or formally intersecting line of the Industrial District and Neighborhood Business District and parallel to the Central Avenue southern layout line to the point of beginning.

Or take any other action relative thereto.

Article Information: This article describes the geographical area located between the Charles River, Reservoir Street and 100-feet distant from the Central Avenue Layout proposed to be changed from an Industrial District to a Neighborhood Business District. Portions of Parcels 9 and 10-01 on Assessors' Plan Number 80 (Panella's Market, 50 Central Avenue) that are currently zoned Industrial and located 100-feet distant from the Central Avenue Layout are affected by this rezoning. Currently the affected properties are located within two zoning districts, namely the Industrial District and the Neighborhood Business District. With this zoning map revision, the entirety of Parcels 9 and 10-01 as shown on Assessors' Plan Number 80 will be placed in the Neighborhood Business District.

MOVED: That the Town vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Neighborhood Business District a portion of land now zoned Industrial and lying between the Charles River, Reservoir Street, and 100-feet distant from the Central Avenue Layout.

Said land is bounded and described as follows:

Beginning at a point 100-foot distant from the Central Avenue Right of Way southerly layout line and at the intersection now or formally of the Single Residence B District, Industrial District, and Neighborhood Business District on the property line identified as Parcel II recorded at the Norfolk Registry of Deed Book 11216 page 659. Thence running along the northern property line of said Parcel II in the southeasterly direction for a distance of 56-feet more or less to a point of intersection with the rear lot corner of said parcel. Thence turning and running in a southwesterly direction along said rear property line of Parcel II, and of Parcel I described in said deed for a total of 262-feet more or less to a point of intersection of the Reservoir Street Right of Way easterly layout line. Thence turning and running in a northwesterly direction along the easterly Reservoir Street Right of Way line to a point of intersection of the now or formally zoned Neighborhood Business District and Industrial District and located 100-foot distant from the Central Avenue southerly layout line. Thence turning and running in a northeasterly direction along the now or formally intersecting line of the Industrial District and Neighborhood Business District and parallel to the Central Avenue southern layout line to the point of beginning.

Mr. Paul S. Alpert, Member, addressed this proposal on behalf of the Planning Board. He explained that this article is a map change relating to the Neighborhood Business District under Article 23.

Mr. Matthew D. Borrelli, Selectman, advised that the Board of Selectmen supports this proposal and unanimously recommend adoption.

Ms. Carol A. Fachetti, member, advised that the Finance Committee unanimously recommends adoption of this article.

Mr. Peter Sergey Panov questioned if the passage of Article 25 with side and rear setbacks adjoining residential districts would also affect the Neighborhood Business District. The Moderator, Paul T. Milligan, reminded Mr. Peter Sergey Panov that discussion under Article 24 should be limited to the article currently before Town Meeting.

Mr. Alpert advised Emily Rose Cooper that adding a sliver of land could increase the size of the houses.

ACTION : The main motion was presented and passed by a two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 25: AMEND ZONING BY-LAW – SIDE AND REAR SETBACKS ADJOINING RESIDENTIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(1) In Section 4.4.8, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of Section 4.4.8.1 and Section 4.4.8.4, that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion

of any residential district within the layout of Route 128/95."

(2) In Section 4.6.5, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of said section that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

Or take any other action relative thereto.

Article Information: Sections 4.4.8 and 4.6.5 of the Zoning By-Law provide that when certain business zoning districts abut a residential district the first 50 feet of the business district adjoining the residential district is subject to limitations on what can be constructed within that 50 foot buffer. The purpose of the 50 foot buffer is to provide residential homeowners with certain protections from commercial activities by regulating building setback distance to the residential district zone line and by establishing suitable landscape screening standards to further protect residential abutters from adjacent commercial uses.

The reason for the proposed Warrant Article is that the Route 128/95 layout is still designated as a residential zoning district from which the 50 foot setback standard is to be met. This is a remnant from the time before Route 128/95 was constructed in the early 1950's. Since there clearly are no residences located within the Route 128/95 right of way, there are no residences to protect. Accordingly, the article eliminates from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect). With the amendment the commercial properties along the layout will be subject only to the requirements of the districts they are located in.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(1) In Section 4.4.8, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of Section 4.4.8.1 and Section 4.4.8.4, that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

(2) In Section 4.6.5, Side and Rear Setbacks Adjoining Residential Districts, by adding a new sentence at the end of said section that reads "Notwithstanding the foregoing, the provisions of this section shall not be applicable with respect to the portion of any residential district within the layout of Route 128/95."

Mrs. Jeanne S. McKnight, member, addressed this proposal on behalf of the Planning Board. She advised that this article only abuts the layout of Route 128/95. She noted that the Planning Board unanimously supports this article.

Mr. Maurice Handel, member, advised that these zoning changes are never easy. This article only affects two areas on Route 128/95. The Board of Selectmen unanimously recommended adoption of Article 25.

Ms. Carol A. Fachetti, member, recommended adoption on behalf of the Finance Committee.

Ms. Lois Sockol suggested that this is still a residential town and would like to see the 50-foot buffer continue along Highland Avenue. Ms. M. Patricia Cruickshank rose to agree with Ms. Sockol.

A motion to amend or split so that the word "residential" is deleted was offered by Ms. Karen Shapiro.

A second motion to amend was offered by Mr. Joseph Leghorn under sub-paragraph 1 and 2, remove the period after "95" and add "those portions of lots abutting Highland Avenue".

Mr. Maurice Handel, Selectmen, explained that it is a very poor practice to amend zoning articles on Town Meeting floor and it should be referred back to the Planning Board.

Mr. Peter J. Pingatore moved to refer Article 25 back to the Planning Board for further study and to return to the next Special Town Meeting or Spring Town Meeting.

Ms. Deborah S. Winnick rose in support of the motion to refer.

The motion to refer was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and carried by voice vote declared by the Moderator.

ARTICLE 26: APPROPRIATE FOR ROSEMARY LAKE SEDIMENT REMOVAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,400,000 for Rosemary Lake Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,550,000 be transferred from CPA Free Cash, $340,000 be transferred from the FY2018 CPA General Reserve, and that $510,000 be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: The proposed sediment removal project continues the Town's compliance with Environmental Protection Agency (EPA) requirements to address the discharge of pollutants through stormwater into the Charles River and other water bodies. This requirement derives from a 1996 Memorandum of Understanding between the Town and the EPA as well as 2003 and 2016 national Pollutant Discharge Elimination System (NPDES) regulations. The Town has been completing projects along Rosemary Brook over the past several years, improving the quality of water that leads into Rosemary Lake. The next step is to remove the sediment from Rosemary Lake, all of which will lead to better water quality downstream, as Rosemary Brook continues through Needham Heights, eventually meeting the Wellesley water lands and then the Charles River.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $2,400,000 for Rosemary Lake Sediment Removal, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,550,000 be transferred from CPA Free Cash, $340,000 be transferred from the FY2018 CPA General Reserve, and that $510,000 be transferred from the Open Space Reserve.

Mr. Paul S. Alpert, member, presented this proposal on behalf of the Community Preservation Committee. Mr. Alpert

explained that the water now going into Rosemary Lake is clean but water from the lake that is discharged to other areas is full of pollutants. There is about 30,000 cubic yards of sediment.

Mr. Daniel. Matthews, Chair, advised that the Board of Selectmen unanimously concurs with this article. Basically the plan is to dredge out the center of the lake.

Ms. Louise L. Miller, member, advised that the Finance Committee recommends adoption of Article 26 and believes this is the right time to dredge the lake.

Ellen Fine, non- Town Meeting Member, rose to express her concern about the future. She suggested that there should be an amendment to require homes across from the lake not use heavy pesticides.

Unanimous consent was given to allow Mr. Richard R. Merson, Director of Public Works and non-resident, to address Town Meeting. In response to an inquiry from Mr. Paul A. Siegenthaler, Mr. Merson advised that the material will be loaded onto trucks and carried out of town. This process will take approximately nine months.

In response to several inquiries, Mr. Paul S. Alpert advised that upon completion of this process, the lake will be deeper but the size will not change. Also public hearings were held and notices to abutters given.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 27 was adopted by unanimous consent on Monday, May 7, 2018.

ARTICLE 28: APPROPRIATE FOR EMERY GROVER FEASIBILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash; or take any other action relative thereto.

Article Information: Numerous Facilities Master Plans have indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. A feasibility study was conducted in August 2013 by DesignLAB Architects, which identified several options: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is to conduct a "refresh" of the original study, to focus on a project to renovate/reconstruct the Emery Grover Building at the Highland Avenue location. The study will include an updated project budget and schedule, address temporary relocation requirements, and identify any building code changes that will be needed to accommodate the projected use. In addition, the study will include the assessment of swing space options including timelines and project budget for the swing space.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $70,000 for a feasibility study of the Emery Grover Building, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that said sum be transferred from CPA Free Cash.

Mr. Robert J. Dermody, member, addressed this proposal on behalf of the Community Preservation Committee. He explained that the Emery Grover Building is in dire need of repair. The plan is to bring the building up to code.

Mr. Daniel P. Matthews, Chair, advised that the Board of Selectmen unanimously recommend adoption of this article. The building is severely out of compliance.

Mr. Barry J. Coffman, Member, explained that the restoration of an historic building makes CPC funds appropriate. He stated that the Finance Committee unanimously recommends adoption.

In response to an inquiry from Mr. Gerald C. Rovner, Mr. Dermody stated that alternative will be considered.

Mr. Irwin Silverstein was advised that demolition is possible with an historic building.

Mr. Paul A. Siegenthaler expressed concern that demolition of an historic building is not the purpose of the Community Preservation Act. Mr. Siegenthaler moved to refer this article back to the Community Preservation Committee and the School Committee to look at other options and report to the next Town Meeting.

The motion to refer was presented, but the Moderator was in doubt as to the voice vote. The motion was presented again and the Moderator was still in doubt. The following Town Meeting Members were sworn to the faithful performance of their duties: Erik J. Bailey, Deborah S. Winnick, Marjorie M. Margolis, Thomas M. Harkins, Paula R. Callanan, and Jane B. Murphy. The motion was again present and carried by a count of hands. The hand count was Yes 139 - No 63.

Article 29 was adopted by unanimous consent on Monday, May 7, 2018.

ARTICLE 30: APPROPRIATE FOR MEMORIAL PARK BUILDING CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $6,250,000 for construction of the Memorial Park Fieldhouse, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $500,000 be transferred from CPA Receipts, $1,032,000 be transferred from Free Cash, $1,800,000, be transferred from the Athletic Facility Improvement Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $2,918,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote,

less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: *Winter Street Architects performed a feasibility study on the Memorial Park Building in 2016, and, after design funds were approved at the May 2017 Annual Town Meeting, Winter Street continued to move forward with design development. The design is for a new two-story building which will be fully accessible, and constructed in accordance with the modern building code. The building will enhance programs held at the park, and promote synergy among the other nearby Town facilities. The building will be a service point for High School athletics and other community activities, while keeping the focus on the site and its history. The first floor will have spaces for Needham High School home teams to meet, and a separate room for visiting teams. These rooms have been designed in a flexible manner so that they can be used for other community activities. The facility will include a concession room, restrooms for park users, and a small number of restrooms for team use. Storage will be available for the DPW Parks and Forestry Division, as well as for groups using the fields at Memorial Park. The second floor will have meeting space for the Trustees and other community groups, as well as a room for larger meetings.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $6,250,000 for construction of the Memorial Park Fieldhouse, including any costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $500,000 be transferred from CPA Receipts, $1,032,000 be transferred from Free Cash, $1,800,000, be transferred from the Athletic Facility Improvement Fund, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $2,918,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Peter J. Pingatore, member, addressed this proposal on behalf of the Community Preservation Committee. He explained that this building is more functional for recreational use. This is an investment in our town, schools, and families and is creating a campus area.

Mr. James G. Healy, Trustee, requested support of this article on behalf of the Memorial Park Trustees. He explained that the current building is in disrepair. New construction was the preferred method. We received funding in 2016 and money for the design in 2017. The Trustees held public hearings and provided tours of the building. They appeared before many boards. The new field house will be used by many groups, organizations, sports clubs, and Arts in the Park to name a few. He urged support on behalf of the Memorial Park Trustees

Mr. Matthew D. Borrelli, Selectman, stated that the Memorial Park building was built in 1955 as garage space. Now is the time to appropriate for a new field house to be used by many groups and organizations. The use of the building will not change. Access and maintenance will be under the town and the town manages the use of this building based on the board's policy. The Board of Selectmen unanimously recommends adoption of this article.

Mr. John P. Connelly, member, advised that the Finance Committee voted unanimously to recommend adoption for construction of a new Memorial Park building. According to Mr. Connelly, this is long overdue.

Mr. Philip R. Murray moved to refer Article 30 back to the Community Preservation Committee and report back to the next Annual Town Meeting or sooner.

Mr. Murray explained that he brought forward this motion to refer to allow time to make a determination of needs with the hope that this will help to make an informed decision. Doug Fox stated that he is on the Needham Football Board and his group uses this building along with over 200 families. Mary Keane-Hazzard rose is support of Article 30.

Mr. William J. Topham, Trustee, rose in opposition to this proposal. He noted that the building does not need to be torn down. It is a warehouse with some meeting space. He suggested that there is plenty of space in town for meetings.

Kimberly Knickle-Tierney asked if it was possible to combine this building with the Emery Grover for an administration building.

Julie E. Stevens stated that she is a member of the Football Club and rose in support of this proposal.

Mr. William R. Dermody stood in opposition of the motion to refer and urged support of this article. Mr. Leghorn suggested the need to think about alternative methods.

M. Patricia Cruickshank expressed concern with the use of the Memorial Park building. She suggested the bulk use of this building is for storage and she is not sure this is the building we need. Operating costs are going up.

Mr. Richard A. Zimbone rose in support of the motion to refer. He expressed concern with the $550 per square foot costs and questioned the operating costs, funding, and staffing. In response to this inquiry, Mr. Borrelli explained that the approximate $63,000 operating costs will come out of the Operating Budget and existing staff will be used to maintain and operate the building. The first floor will be very utilitarian.

A motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented and carried by voice vote.

The motion to refer was presented but failed to pass on a voice vote declared by the Moderator.

ACTION: The main motion was presented, but the Moderator was in doubt. The motion was again presented and carried by two-thirds vote on a hand count. The hand count was Yes 155 – No 42.

After a brief break, the Moderator acknowledged the presence of our State Representative, Denise C. Garlick, and thanked her for her attendance at our Town Meeting. Discussion commenced under Article 31.

ARTICLE 31: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2019 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$1,025,153
C. Community Housing Reserve	$289,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$289,000

or take any other action relative thereto.

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

MOVED: That the Town vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated FY2019 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$1,025,153
C. Community Housing Reserve	$289,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$289,000

Mr. Gary C. Crossen, member, addressed this proposal on behalf of the Community Preservation Committee. He explained that this proposal usually appropriates 11% of the anticipated projected receipts from the 2% surcharge on local real estate property.

Mr. Maurice Handel, Selectmen, explained that in 2004 the voter approved the Community Preservation Act which allows a 2% surcharge on real estate property. The state also provides some CPA funding. The Board of Selectmen unanimously recommend adoption of this proposal.

Mr. Thomas M. Jacob, Member, recommended unanimous support on behalf of the Finance Committee.

In response to an inquiry from Mr. David C. Harris regarding the length of time before the 2% surcharge is reduced, Mr. Daniel P. Matthews explained that the 2% surcharge plus 10% from the State basically directs funds to do things that we would do anyway. It is not a bad deal.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 32: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $4,651,789 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community Services	Library Furniture Replacement	$43,970	
Community Services	Non-Public Safety Data Center Servers and Storage Units	$180,000	
DPW	Energy Efficiency Upgrade Improvements	$71,000	
DPW	Hillcrest Radio Repeater Building Replacement	$136,000	
DPW	Specialty Equipment - Large Mower	$76,500	
DPW	Streetlight Conversion to LED	$685,000	
DPW	Traffic Improvements	$50,000	

Group	Description	Recommended	Amendment
General Government	Town Multi-Function Printer Devices	$35,000	
General Government	Town Offices Replacement Furniture	$25,000	
Multiple	Fleet Replacement Program	$981,442	
Public Safety	Fire Engine E2 Replacement	$840,163	
Public Safety	Personal Protective Equipment	$43,424	
Public Safety	Police Use-Of-Force Training Simulator	$47,000	
Public Safety	Public Safety Data Center Servers and Storage Units	$30,000	
Public Safety	Public Safety Mobile Devices	$35,000	
Public Schools	Pollard Blue & Green Gym Upgrades	$540,000	
Public Schools	Pollard Phased Improvements Feasibility Study	$65,000	
Public Schools	School Furniture & Equipment	$60,500	
Public Schools	School Phone System Replacement	$319,000	
Public Schools	School Photocopier Replacement	$84,190	
Public Schools	School Technology Replacement	$303,600	
		$4,651,789	

Article Information:

Library Furniture Replacement
The renovated library has been open to the public for more than eleven years, and, due to heavy use, the furniture is beginning to show wear and tear. Both public and staff computer chairs are slowly breaking and the covering on the arms is splitting. Some of the mesh on the Community Room stackable chairs is unraveling, the backs are separating from the frames, and food has been caught in the mesh and proven difficult to remove. The forty-two cloth public arm chairs are also showing wear from heavy use, particularly on the arms. The thirty-eight leather public arm chairs are also beginning to show wear.

Non-Public Safety Data Center Servers and Storage Units
This funding is for the replacement of hardware within the three Town of Needham data centers. Phase 1 of the project, which is taking place in the current fiscal year (FY2018), includes the replacement of four servers, two storage units, and four switches. Phase 2 of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data Center 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at the Center at the Heights. Data Center 1 is the primary data center where Town Departments access files and programs, the Internet, and network and Internet security takes place. The six servers at Town Hall are physical servers; however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail safe in case of the Town Hall's network and infrastructure going offline. The server and storage at the Center at the Heights is where backup data is housed and from there certain segments of the data are migrated off site. All replacements would be comparable to the current devices being used. Maintaining this hardware at a level that will support the needs of the Town Departments is critical to the Town's business continuity strategy. As equipment gets older it becomes more difficult to maintain the same level of quality and performance as when initially installed, and this directly affects the day-to-day operations of the Town. Unless circumstances require otherwise, FY2019 funding will be for Data Center 1 and Data Center 2 hardware replacement.

Energy Efficiency Upgrade Improvements
An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2019 funding will be allocated to installing a bi-lighting system in the hallways at the Pollard Middle School, retro-commissioning the HVAC system at the Eliot School, and installing a bi-lighting system in the hallways at the High Rock School.

Hillcrest Radio Repeater Building Replacement
This funding will support the replacement of the failing building at the base of the Birds Hill Water Tower on Hillcrest Road. The building houses radio equipment and related support components used by the following departments: Fire, Police, DPW, School Transportation, and

Emergency Management. The new building will house some existing equipment, some new equipment, and a back-up generator. The current building, which was built with cement blocks, is deteriorating and has several water leaks in both the walls and the roof. There has also been damage to the building and its contents from animals. Additionally, the steel entrance door exhibits rust and rot. The current building size is 8'X10' and the proposed replacement building would be 8'X12', placing the back-up power generator in a separate room, as well as allowing modest room for future expansion. The building plays a critical role in the Town's public safety communication network.

Specialty Equipment

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
344	Parks & Forestry	2011	Large-Scale Mower	$76,500

Streetlight Conversion to LED

This funding will allow the Town to convert its network of streetlights to Light Emitting Diodes (LED). The Department conducted a Streetlight Pilot Program in the spring of 2017, testing existing streetlights against LED streetlights. The existing lights are High Pressure Sodium (HPS) lights, which were considered the most energy efficient lighting types for their purpose in the early 2000s. Currently, LEDs are considered the more energy efficient lighting type. Of the three LED streetlight models piloted, two received higher average ratings than the existing HPS streetlights by the Town residents who completed the online survey. The Metropolitan Area Planning Council (MAPC) conducted an estimate for the conversion of all of the Town's existing Cobra head streetlights, determining that there are 2,521 existing streetlights that need to be converted. The Town's energy savings would be approximately 393,296 kWh annually. LED lights will be warrantied for ten years, and the only costs for maintenance to the Town will be labor to address any issues, pole transfers, new lights, and the cost of knockdowns. Other Massachusetts towns and cities with comparable streetlight inventories that have participated in the MAPC LED conversion program have secured maintenance contracts valued at an average of $0.53 per streetlight per year, while Needham currently pays $14.24 per streetlight per year for its existing streetlight maintenance contract. Though not all Town-owned streetlights are eligible for LED conversion under the MAPC program, total maintenance savings for those that are eligible for conversion could exceed $30,000 per year.

Traffic Improvements

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings. Unless circumstances require otherwise, FY2019 funding is proposed for the installation of granite curbing on Paul Revere Road and Brookline Street.

Town Multi-Function Printer Devices

This funding will allow for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) that are obsolete or as part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage, the expected life of these devices is between ten and twelve years. However the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers is therefore seven years.

Town Office Furniture Replacement

The renovated Town Hall opened in October, 2011, and the Public Services Administration Building opened in February, 2010. Furniture in heavy use is in need of replacement. Furniture scheduled to be replaced in FY2019 includes the Selectmen's Chambers conference table and chairs, and furniture in poor and fair condition at the Public Services Administration Building.

General Fund Fleet Program – General Purpose Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
1	Administration	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
702	Building Maintenance	Work Truck Class 2 Pick Up	2001	Work Truck Class 2 Pick Up	$45,765
44	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
46	Engineering	Passenger Vehicle SUV	2011	Passenger Vehicle Compact SUV	$33,616
4	Fleet	Work Truck Class 3 Pick Up	2006	Work Truck Class 3 Flat Bed	$82,671

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
65	Parks	Work Truck Class 3 Pick up	2015*	Work Truck Class 3 Pick up	$66,037
301	Parks	Utility Van	2009	Utility Van	$34,069
4	Schools	Passenger Van	2011	Passenger Van	$48,776
5	Schools	Passenger Van	2011	Passenger Van	$48,776
Total					$426,942

* Although the vehicle is fairly new, it has been an ongoing maintenance problem and has proven unreliable.

Truck Classification
Class 1 = Smallest Pick-up Trucks 6,000 lbs.
Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial
Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (ex 18-wheeler)

General Fund Fleet Replacement – Specialized Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
55	Highway	Work Truck Class 5 Dump Truck	2011	Work Truck Class 5 Hook Lift Dump Truck	$142,495
181	Highway	Street Sweeper#	2012	Street Sweeper Vacuum	$264,101
183	Parks	Large Trailer Leaf Picker	2007	Large Trailer Leaf Picker	$25,722
Total					$432,318

The vehicle will be retained as a backup vehicle.

General Fund Fleet Replacement – Snow & Ice Equipment

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
76	Highway	Skid Steer Loader	2006	Skid Steer Loader	$122,182

Personal Protective Equipment

This funding is part of an annual program begun in FY2018 to replace Personal Protective Equipment ("PPE" or "bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the ten year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame. Bunker gear includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the widespread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern for not only the firefighters, but to members of the public they serve, as they respond to calls for service. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in extractors and dried in dryers designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls.

Use of Force Training Simulator

This funding will support the acquisition of an interactive Use-Of-Force training simulator, which will provide a platform for realistic, stress-induced training. The system provides scenarios that enhance marksmanship skills and improve decision-making for the appropriate selection of force to be used. The simulator provides trainees with the ability to practice posture, verbalization, soft hand skills, impact weapons, chemical spray and lethal force. The system also provides a means for officers to practice de-escalation skills. Each trainee's scenario and reaction can be analyzed and then reviewed for training purposes. The system is portable and can be easily customized to meet the needs of the Department. The benefit of having an effective, realistic training program is to enhance public safety as well as reduce liability risks

Public Safety Data Servers

This request consists of two elements used by Public Safety. The first element, Digital Video Recorder, is used internally and externally by the Needham Police Department. There are multiple cameras within the Needham Police Department from the front entrance to the jail cells and throughout the multiple hallways and areas. There are also several cameras on the external structure of the Public Safety Building as well as Town Hall that are managed through the Digital Video Recording hardware from the Police Department. These devices are used for safety and security of the officers and any other individuals who may find themselves within the Needham Police Department. The second element of the project request is the replacement of Public Safety CAD hardware installed during the FY2015 upgrade of the Public Safety CAD software. The software piece of the Public Safety CAD project was funded by a capital request while the hardware piece of the Public Safety CAD project, as well as the Digital Video Recorder equipment, was funded using State 911 Grant Funds. However during CY2015 the State put a hold on all future funding of the 911 Grants.

Public Safety Mobile Devices

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware.

Pollard Blue and Green Gym Updates

The Pollard gyms were identified in the feasibility study conducted in 2011 as in need of upgrade, and have been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is more appropriate for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. Lighting upgrades were completed under the Energy Efficient Upgrades request in FY2016. In FY2019, this funding will allow the Town to replace the flooring in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both school and community basketball groups due to its size. The rubber flooring will be replaced by a new type of flooring that would have the same bounce as wood flooring required for basketball usage, but does not have the ADA/MAAB accessible issues that wood flooring presents. Additionally, work will be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding will be removed and replaced. The Blue Gym will also be painted to brighten the area. Backboards and winch mechanisms on the basketball hoops will be replaced and winch mechanisms will be installed on hoops that do not currently have them. Padding will also be installed behind all backboards. In the Green Gym, two sections of pull out seating, approximately 15'x15' each, will be installed in order to accommodate classes.

Pollard Phased Improvements Feasibility Study

This is a project to study the feasibility of phasing identified improvements at the Pollard School over multiple years, for the purpose of best addressing the needs of that facility in the most timely and economically feasible manner possible. Additionally, the study will evaluate the current condition of the Pollard modular classrooms and develop recommendations (as needed) for extending their useful life until such time as they can be replaced with permanent construction.

School Copier Replacement

In May of 2003, Town Meeting authorized $60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 47 copy machines. The FY2019 request replaces six copy machines. Copier replacement is planned on a cycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District as needed, to match copier use with equipment capacity.

School Furniture & Equipment

This request continues the replacement cycle for school furniture in poor and fair condition at the Schools. Furniture at the Pollard Middle School is 25-30+ years old and in a state of disrepair after decades of heavy use. In FY2005 Town Meeting approved funding of $20,500 to begin the replacement of furniture in poor condition. By FY2015, all furniture in 'poor' condition was replaced in the schools. In FY2019 $30,500 is proposed for the resurfacing of cabinets in three Pollard science classrooms and installation of new counters in four Pollard science classrooms, and $30,000 is proposed for the purchase of classroom furniture for Needham High School.

School Phone System Replacement

The telephone system currently in use by the School Department consists of eight separate phone systems of varying ages from five to over 15 year old (estimated.) The systems employ manufacturer discontinued equipment, are unstable and are in constant need of repair. The phone systems in three buildings - Hillside, Mitchell and Emery Grover - have occasionally failed, leaving the buildings with no phone access. All

systems require frequent repairs, which can only be performed by a contract technician via a technical service maintenance appointment. The existing system, in addition to being old and unstable, runs on antiquated PBX technology that uses traditional Verizon POTS (copper) lines for external calls and Centrex to connect internally within a network of Town departments. This type of system supports a limited number of concurrent external connections per building and a limited number of concurrent Centrex connections per building; when concurrent lines are maximized within a building, users receive a busy signal until a line becomes available. Accessibility of the current voicemail system also is a concern particularly for teachers who transition to different classrooms and locations throughout the day; their voicemail is only available from their "home" location. This request would replace the antiquated PBX system with a new phone system that would combine all of the buildings into a unified IP-based phone system. The new system would utilize the Town's fiber network and pooled SIP trunks to reduce overall cost while maintaining a secure, robust and reliable phone system. It would allow for tiered user licenses that are customized to roles and responsibilities. The School Department will assume responsibility for managing the new technology-based system from the Public Works/Building Maintenance Division.

School Technology Replacement
This request is for funding to replace School Department technology, including computers, printers, IWBs, servers, laptop carts, and specialized instructional labs. The request reflects the decision in FY2017 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. In FY2017, funding for devices with a lifespan of fewer than five years was shifted to the operating budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops. The FY2019 submitted request is for $303,600 and consists of computer hardware (computer labs, desktops, TV studio, interactive white boards, and video displays) in the amount of $190,600 and infrastructure (servers, network hardware, and wireless infrastructure and access points) in the amount of $113,000.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $4,651,789 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Group	Description	Recommended	Amendment
Community Services	Library Furniture Replacement	$43,970	
Community Services	Non-Public Safety Data Center Servers and Storage Units	$180,000	
DPW	Energy Efficiency Upgrade Improvements	$71,000	
DPW	Hillcrest Radio Repeater Building Replacement	$136,000	
DPW	Specialty Equipment - Large Mower	$76,500	
DPW	Streetlight Conversion to LED	$685,000	
DPW	Traffic Improvements	$50,000	
General Government	Town Multi-Function Printer Devices	$35,000	
General Government	Town Offices Replacement Furniture	$25,000	
Multiple	Fleet Replacement Program	$981,442	
Public Safety	Fire Engine E2 Replacement	$840,163	
Public Safety	Personal Protective Equipment	$43,424	
Public Safety	Police Use-Of-Force Training Simulator	$47,000	
Public Safety	Public Safety Data Center Servers and Storage Units	$30,000	
Public Safety	Public Safety Mobile Devices	$35,000	
Public Schools	Pollard Blue & Green Gym Upgrades	$540,000	
Public Schools	Pollard Phased Improvements Feasibility Study	$65,000	
Public Schools	School Furniture & Equipment	$60,500	
Public Schools	School Phone System Replacement	$319,000	
Public Schools	School Photocopier Replacement	$84,190	

Group	Description	Recommended	Amendment
Public Schools	School Technology Replacement	$303,600	
		$4,651,789	

Mr. Daniel P. Matthews, Chair, addressed this proposal on behalf of the Board of Selectmen. He stated that the Board of Selectmen unanimously request approval of this proposal.

Mr. Richard M. Reilly, Chair, presented the breakdown of the various items in the general fund cash capital. He stated that the Finance Committee unanimously recommends approval.

In response to an inquiry from Mr. Kenneth Scott Muldoon, Mr. Reilly explained that the procedure for best prices on vehicle purchase is the use of the competitive bid process.

Mr. Matthews notes that traffic improvements will include school areas. Mr. William R. Dermody also expressed concern with the much needed traffic improvements on Great Plain Avenue near the railroad crossing.

ACTION: The motion was presented and carried unanimously by voice vote

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ARTICLE 33: APPROPRIATE FOR ATHLETIC FACILITY IMPROVEMENTS DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $55,000 for athletic facility improvements design for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund; or take any other action relative thereto.

Article Information: This request is for the design of the removal of the existing turf carpet, re-grading, and installation of new artificial field turf at DeFazio and Memorial Park.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $55,000 for athletic facility improvements design for turf field replacement, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Athletic Facility Improvement Fund.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal on behalf of the Board of Selectmen. He stated that the Board of Selectmen unanimously recommends adoption of this proposal.

Mr. Richard J. Lunetta, Member, stated that this proposal calls for the replacement of synthetic turf at both Memorial and DeFazio parks. The Finance Committee unanimously recommends approval of this proposal.

Town Meeting Member Susan W. Abbott and Ellen Fine, non-Town Meeting Member, expressed concerns with the health and safety of organic versus artificial fields.

ACTION: The main motion was presented and carried by the required two-thirds vote on a voice vote declared by the Moderator.

ARTICLE 34: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,773,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,523,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $250,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Each program is detailed below.

Street Resurfacing
This Program is essential to maintaining the structural and surface integrity of the Town's approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to achieve a desired life cycle of 15 to 20 years. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The Town targets roads with a Pavement Condition Index (PCI) of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75. Target funding for street resurfacing in FY2019 is $820,000.

Traffic Signal & Intersection Improvements
This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none

currently exist. In FY2019, DPW will evaluate intersection prioritization for future projects.

Sidewalk Program
This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements, including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The target funding for FY2019 is $500,000.

Storm Drain Capacity Improvements
This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Due to extensive drainage repairs that were required on Greendale Avenue, funds for FY2018 were diverted to that project. Unless circumstances dictate otherwise, FY2019 funding of $103,500 is planned for engineering and design for Ardmore Road and Hunnewell Street.

Storm Drain System Repairs
This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2019 funding in the amount of $100,000 is targeted for engineering and design for 470 South Street.

Brooks and Culverts – Repair and Maintenance
It is the intention of the DPW to address the issue of poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. Unless circumstances require otherwise, FY2019 funding in the amount of $250,000 is planned for construction in Meredith Circle.

Roadway Reconstruction
The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2019.

Bridge Repairs
Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. No funding is proposed for this category in FY2019.

Guardrail
Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2019.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,773,500 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, including costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that $1,523,500 be transferred from Free Cash and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $250,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Maurice Handel, Selectman, noted that the Board of Selectmen unanimously recommends adoption of this proposal.

Ms. Louise L. Miller, member, stated that the Finance Committee also unanimously recommends adoption of this proposal.

In response to an inquiry from Mr. Gerald C. Rovner regarding sidewalk repair on Central Avenue, Mr. Handel indicated that there will be some repair in that area, but the majority of sidewalk repairs is part of the school project.

Ms. Jeanne S. McKnight suggested that the town pursue the possibility of accessing betterment taxes to properties that could be linked to some of these repairs.

ACTION: The main motion was presented and carried unanimously by voice vote.

At 11:05 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 14, 2018 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

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ADJOURNED ANNUAL TOWN MEETING
Monday, May 14, 2018

Pursuant to adjournment of the Annual Town Meeting held May 9, 2018 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Monday, May 14, 2018, at 7:30 P.M.

Check lists were used and 218 voters were checked on the list as being present, including 212 Town Meeting Members. 38 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

With the cooperation of the Needham Interfaith Clergy Association, Pastor Ryan Marshall, Highrock Metrowest Church, gave the invocation.

Unanimous consent was given to suspend the proceedings for the nineteenth Annual Richard Patton Melick Foundation awards. Mr. Thomas M. Harkins, President of the Richard Patton Melick Foundation, Inc., explained that Richard P. Melick was the former Moderator in the Town of Needham for 35 years and this foundation was established in 1997 to recognize extraordinary leaders in the Town of Needham. Mr. Harkins presented certificates of appreciation to Richard B. Moody and Susan Welby for serving 25 years as Town Meeting Members.

Mr. Thomas M. Harkins introduced Alison S. Borrelli, Director, to present the first award to Kathryn D'Addesio. Kathy has lived, worked and volunteered in Needham all her life. Retiring in 2007 from 37 years in the Needham Public Schools, she went from part-time volunteer to a full-time volunteer. Kathy began her volunteer career on the Adult and Continuing Education Advisory Board as director for 10 years and chair for 3 years. She was asked to be the first teacher liaison to the Needham Education Foundation and then continued as a board member for 9 years. Kathy, as co-chair of the Spelling Bee event, coined the phrase, "Boards Up" and continues to serve as one of the judges.

In 2008 Kathy joined the board of the Library Foundation of Needham. This position was a perfect fit for her because as a teacher she strove to instill the love of reading to all her students. Supporting the library by building its endowment was not only work but a true pleasure for Kathy. Along with a key member of the Library Foundation she was supportive in the development of the "Little Free Libraries" now seen around town.

As a member of the Exchange Club, she has been vice chair of the Sunshine Special – a mystery luncheon offered to seniors each fall, a co-chair of the Holiday Children's Project and she assists with its Fourth of July activities. She is a director of the Needham History Center & Museum chairing three successful silent auctions and most recently worked to plan this year's Pansy Day Festival. Through her leadership and creativity the event has been expanded to include more family-friendly activities.

Kathy is known to be a loyal and generous friend with abundant creativity, a strong work ethic and a keen eye for detail. To put it in her own words "I so enjoy volunteering because it affords me the opportunity to give back to the Needham community that has been so generous to me over my lifetime."

Mr. Thomas M. Harkins, President, introduced Board Member Paula R. Callanan to present the second Melick award to Suzanne Nissen.

Paula R. Callanan noted that Suzanne has been a Needham resident for 22 years. She grew up in Sudbury and received her Master's in Social Work from Boston University. After working in social work for 18 years, she opted for a more flexible life to immerse herself into her community through volunteer activities and become a realtor.

Suzanne is the Cradles to Crayons Community Coordinator – this year being its 10th year. The event is held at Needham High School with 150 volunteers. She organizes and runs the annual "Needham Gives Back" event where they sort, inspect and pack essentials. These are gently used clothes, books and toys for needy kids.

Suzanne was the Eliot School PTC President and Community Service Coordinator. She started a food pantry program for 3rd graders and each year the school collects carloads of cereal and the kids learn about giving to families in need.

Other activities that Suzanne has participated in are many: She is active with the "Welcome New Members" committee at temple. She is part of the 100 Women of Needham group, dedicated to charitable causes, 5 years as Chair of the Beth Israel Deaconess Needham's Patient and Family Advisory Council. She has also volunteered for 5 years with Tenacity, a program that tutors high risk kids from Boston Public Schools; is part of CASA, court appointed special advocate for kids involved in abuse and neglect, ensuring safe and permanent homes. Suzanne is a mentor and ski instructor with Youth Enrichment Services of Greater Boston, a coordinator for the American Cancer Society "We Can Weekend" for cancer patients and their families, and Jewish Family and Children's Services of Greater Boston where she tutors for new immigrants learning to speak English.

At 7:45 P.M. Mr. Daniel P. Matthews moved that the Annual Town Meeting stand adjourned until such time as the Special Town Meeting called for this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

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RECORD OF SPECIAL TOWN MEETING
Monday, May 14, 2018

Pursuant to a Warrant issued by the Selectmen April 11, 2018 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 14, 2018, at 7:30 o'clock in the afternoon.

Check lists were used and 218 voters were checked on the list as being present, including 212 Town Meeting Members. 38 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Call to the Meeting and Officers Return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator requested and received unanimous consent to apply the same rules enacted for the Annual Town Meeting for the Special Town Meeting.

The Moderator announced that the proponents no longer have an interest in Articles 12 and 13 and requested unanimous consent to withdraw these articles. Town Meeting indicated that there were no objections to the withdrawal of Articles 12 and 13 and it was unanimously voted to withdraw Articles 12 and 13.

The Moderator announced that there are no changes in the affirmative motions.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Member responded with "question" or "debate" to Articles 4, 9, and 11. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so voted unanimously and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 4: AMEND THE FY2018 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund Budget adopted under Article 16 of the May 2017 Annual Town Meeting, and subsequently amended under Article 3 of the October 2, 2017 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,369,612	$1,401,612

said sum to be raised from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article seeks to amend the current fiscal year operating budget by $32,000 for the Recycling Center and Transfer Station due to the higher cost of processing recyclables. There have been some significant changes in the recycling industry over past year that have had a negative impact on the RTS, both from a revenue and expense perspective. The market rates for corrugated cardboard, mixed paper, commingle containers, and single stream recycling have all become more expensive and/or generate less revenue. There have been several drivers which have made recycling more expensive, most notable is the regulatory change by China to reduce the amount of recyclables coming from outside of the country. China has been one of the largest importers of many types of recyclable materials. With China's actions to require higher quality materials, recyclers in the US and many other countries have an excess supply of materials with limited immediate options. Consequently, the value of the recycling materials has declined, and the cost to the Town has increased. However, even though recycling expenses have increased, recycling is still less costly than disposal.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2018 RTS Enterprise Fund Budget adopted under Article 16 of the May 2017 Annual Town Meeting, and subsequently amended under Article 3 of the October 2, 2017 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
101B	Expenses	$1,369,612	$1,401,612

said sum to be raised from RTS Enterprise Fund Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 9: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Sewer System Rehabilitation Work	2007 ATM	45	$1,806,800	$59,139
Total				**$59,139**

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Sewer System Rehabilitation Work	2007 ATM	45	$1,806,800	$59,139
Total				**$59,139**

ACTION: So voted by unanimous consent.

ARTICLE 11: SET THE ANNUAL DEPARTMENT REVOLVING SPENDING LIMIT

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Aging Services Programs	Health and Human Services Department	$90,000

Article Information: The purpose of this article is to set the FY2019 spending limit for the proposed new Aging Services Programs revolving fund (the subject matter in the previous article).

MOVED: That the Town vote to fix the maximum amount that may be spent during fiscal year 2019 beginning on July 1, 2018 for the revolving funds established in the Town's General By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½.

Revolving Fund	Department, Board, Committee, Agency or Officer	FY2019 Spending Limit
Aging Services Programs	Health and Human Services Department	$90,000

ACTION: So voted by unanimous consent.

ARTICLE 1: APPROPRIATE FOR PROJECT MANAGEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $203,300 for the purpose of funding project management for various Town building construction projects, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

Article Information: The Town Manager's recommended budget for FY2019 included the addition of a full-time project manager for the Public Facilities Department based on the number and complexity of design and construction projects in the planning stages and underway. After discussion, the Finance Committee recommended that two years of funding for this position be provided in a warrant article as a temporary measure to meet current demands.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $203,300 for the purpose of funding project management for various Town building construction projects, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy.

Ms. Marianne B. Cooley, Chair, addressed this proposal on behalf of the Board of Selectmen. According to Ms. Cooley, this appropriation is for a project manager for the Public Facilities Department for a two-year period. After the two years, the funding will be eliminated. The Board of Selectmen recommended adoption of this article.

Mr. Richard J. Lunetta, member, addressed this proposal on behalf of the Finance Committee. The Finance Committee unanimously recommended adoption of this article.

Mr. Steven M. Rosenstock noted that the Town did not have a construction department but rather had volunteers and hired temporary project managers. The Town should look at outsourcing.

Mr. George F. Kent, Chairman of the Permanent Public Building Committee, advised that the Construction Department is overworked at this time and having full time project managers saves the Town many dollars over hiring outside workers.

After a lengthy discussion, Mr. Gerald C. Rovner moved the previous question. The motion which requires a two-thirds vote was presented and clearly passed by a voice vote declared by the Moderator.

ACTION : The main motion was presented and carried by a voice vote declared by the Moderator.

ARTICLE 2: APPROPRIATE FOR BUILDING MAINTENANCE STUDY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a building maintenance study, said sum to be spent under the

direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

Article Information: Last fall Town Meeting appropriated $50,000 to the Public Facilities expense budget to hire an outside consultant to review the Town's maintenance program for its pubic buildings. The Town was not able to secure a company to complete the work within the set time period and the allocated funding amount. This article will provide $100,000 (the $50,000 that was appropriated to the operating budget will not be spent and will be returned) and allows flexibility in timing (not restricted to one fiscal year) for the work to be done, reviewed, and presented. An outside assessment of the Town's practices and assumptions will assist the Town in planning and maintaining capital investment in its buildings to help ensure that expected life cycles and best practices are met.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a building maintenance study, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy.

Ms. Marianne B. Cooley, Chair, addressed this proposal on behalf of the Board of Selectmen. The Board of Selectmen unanimously supports this article.

Mr. Richard M. Reilly, Chairman, advised that the Finance Committee wanted to make sure the Town is using the best practices in planning and maintaining capital investments. The Finance Committee unanimously supports this proposal.

ACTION: The main motion was presented an carried unanimously by voice vote.

ARTICLE 3: APPROPRIATE FOR PEDESTRIAN SAFETY INITIATIVE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a pedestrian safety audit and improvements, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy; or take any other action relative thereto.

Article Information: This article will fund a pedestrian safety audit. A consultant will be hired to evaluate areas of concern that have been identified by the public and by Town officials, and to review existing infrastructure in high traffic pedestrian areas, business districts, and schools. The intent of the audit is to develop a list of projects in priority order for funding consideration, and will be used to help the Town access State funds for pedestrian safety improvements. Funding in this article may also be used for identified measures that can be implemented in the short term.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding a pedestrian safety audit and improvements, said sum to be spent under the direction of the Town Manager and raised from the Tax Levy.

Ms. Marianne B. Cooley, Chair, addressed this proposal on behalf of the Board of Selectmen. The Board of Selectmen unanimously recommended adoption of this article.

Mr. Barry J. Coffman, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Philip Edward Brandish, Ms. Cooley noted that the safety of cyclists will be addressed in high traffic areas.

In response to an inquiry from Mr. Peter J. Pingatore, Ms. Cooley advised that the Board of Selectmen will receive the traffic safety audit and will involve the Traffic Management Advisory Committee.

Catherine E. Kurkjian suggested that parents need to emphasize to their children that you cannot just step off the curb. You need to look both ways and pedestrians need to be cautious.

ACTION: The main motion was presented and carried unanimously on a voice vote.

Article 4 was voted by unanimous consent earlier this evening (Monday May 14, 2018).

ARTICLE 5: APPROPRIATE FOR MITCHELL SCHOOL LOCKER REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $70,000 for the purchase and installation of replacement lockers at the Mitchell School, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $51,450 be transferred from Article 20 of the November 2013 Special Town Meeting, and that $18,550 be transferred from Article 37 of the 2014 Annual Town Meeting; or take any other action relative thereto.

Article Information: The current lockers at the Mitchell School are in need of repair. They are not appropriately sized for the school age population at the Mitchell and are broken. This request is to replace the existing lockers with lockers that are better suited for elementary school children. The Mitchell School is not scheduled to be renovated for at least ten years and this appropriation would help to improve the appearance and functionality of the school. This project will allow each student to have his or her own locker.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $70,000 for the purchase and installation of replacement lockers at the Mitchell School, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $51,450 be transferred from Article 20 of the November 2013 Special Town Meeting, and that $18,550 be transferred from Article 37 of the 2014 Annual Town Meeting.

Ms. Marianne B. Cooley, Chair, advised that the Mitchell School lockers are broken and in complete disrepair. She recommended adoption of this article on behalf of the Board of Selectmen.

Mr. Aaron M. Pressman, Chairman, presented this proposal on behalf of the School Committee. He advised that the Mitchell School needs functioning lockers since the school will not be replaced for ten years.

Mr. Barry J. Coffman, member, recommended adoption of this article on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 6: APPROPRIATE FOR MITCHELL SCHOOL MODULAR CLASSROOMS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $210,000 for engineering and design for modular classrooms at the Mitchell Elementary School, said sum to be spent under the direction of the Permanent Public Building Committee and Town Manager and raised from the Tax Levy; or take any other action relative thereto.

Article Information: To prepare for the anticipated implementation of full-day kindergarten in September 2019, the Needham Public Schools commissioned a space study to determine how best to implement the new program, given the District's existing inventory of classroom spaces. Based on the results of that study, the School Committee recommends that two additional modular classrooms be erected at the Mitchell Elementary School. The modular classrooms would supplement the School's 22 existing classroom spaces to provide the 24 classroom spaces deemed necessary in the first year of full-day kindergarten.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $210,000 for engineering and design for modular classrooms at the Mitchell Elementary School, said sum to be spent under the direction of the Permanent Public Building Committee and Town Manager and raised from the Tax Levy.

Ms. Marianne B. Cooley, Chair, recommended adoption of this article on behalf of the Board of Selectmen.

Mr. Aaron M. Pressman, Chairman, presented this proposal on behalf of the School Committee. He advised that the Mitchell School needs two modular classrooms necessary in the first year of full-day kindergarten beginning in September 2019.

Mr. John P. Connelly, Member, advised that the Finance Committee voted unanimously to adopt this article on behalf of the Finance Committee.

Ms. Holly Anne Clarke rose in support of this article. She suggested that the Town is building a new elementary school and perhaps it needs to look at redistricting.

In response to Ms. Clarke's inquiries, Mr. Pressman explained that the modular classrooms are not connected to the school building and the Sunita Williams School is the maximum size allowed to build.

In response to an inquiry from Catherine E. Kurkjian, Mr. Pressman explained that the town is required to go through the design process and out to bid on new buildings and renovations. He also noted that there was no new elementary school (Sunita) in process and no all-day kindergarten.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 7: APPROPRIATE FOR HIGH SCHOOL EXPANSION CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $431,000 for the reconstruction and expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The October 2, 2017 Special Town Meeting appropriated $13,188,000 for the reconstruction and expansion of Needham High School. Due to unanticipated increases in the cost of materials and labor, the project needs an additional $431,000 to complete the scope of work. This request would provide the additional funds needed to complete the project scope.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $431,000 for the reconstruction and expansion of Needham High School, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Ms. Marianne B. Cooley, Chair, advised that this is a request for supplemental funds for the reconstruction and expansion of Needham High School. The Board of Selectmen unanimously recommends adoption of this proposal.

Mr. Aaron M. Pressman, Chairman, recommended adoption of this article on behalf of the School Committee.

Mr. George F. Kent, Chairman, Permanent Public Building Committee, stated that this project had a very tight timeline and a very tight budget.

Mr. Richard M. Reilly, Chair, advised that the original project came in higher than anticipated. The Finance Committee unanimously recommended adoption of Article 7.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 8: AUTHORIZATION FOR ACQUISITION OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46); or take any other action relative thereto.

Article Information: This article requests Town Meeting approval for purchase of the house and land at 43 Lincoln Street at a maximum price of $1,475,000. This purchase will complete a series of land acquisitions in connection with the proposed construction of a new Police and Fire Public Safety Facility at School and Chestnut Streets, and give the Town ownership of the entire block bordered by School Street, Chestnut Street, Lincoln Street, and the Chestnut/Lincoln Parking Lot.

This subject was previously before Town Meeting in October, 2017 as Article 7, which after discussion was referred back to the Board of Selectmen for further study.

Since October, the Board of Selectmen has engaged in further review and evaluation, public discussion and input, consultation with Town boards and committees, negotiations, and progress with

the design and planning for the Public Safety project. The Board of Selectmen now presents this renewed request for approval of the purchase.

The recommended purchase price is substantially the same as presented in October (which at that time was $1,495,000). As part of the review process, the Board has confirmed that under current zoning and ZBA decisions affecting comparable properties, the property can be reconstructed to a three unit condominium. The Selectmen obtained a new independent appraisal that determined a fair market value of $1.3 million for the property. The Selectmen recommend payment of the negotiated purchase price above the $1.3 million amount as a necessary premium for what in this context is a one-of-a kind parcel.

Over the past several years, the Town has acquired other properties in this area in order to increase and improve municipal parking, and to allow for the expansion and reconstruction of the Public Safety Building. This final acquisition will both improve the design of the project and also avoid the need to eliminate parking currently dedicated for public use.

Town ownership of the property will improve vehicle circulation, operations, and perimeter security for the new facility, and overall parking in the downtown. The architectural and construction plan for the Public Safety building utilizes construction phasing that will allow contained use of the current Police and Fire stations until the Fire portion of the new station is complete, achieving significant savings.

Without the purchase of 43 Lincoln Street, the new building will be very close to the property line, with a net vehicular clearance of less than 15 feet. This impacts perimeter security, internal traffic circulation, and police vehicle access. Changing the design to materially increase the building distance from a privately-owned 43 Lincoln Street to address these issues would require earlier demolition of the current Fire station and increase the overall project cost by more than the entire 43 Lincoln Street purchase price.

Acquisition of 43 Lincoln Street will provide necessary parking for the Public Safety facility and mitigate impact on exiting parking management issues in the area between Downtown and Needham Junction.

Peak overall parking demand already exceeds capacity throughout this zone, and is increasing. The lack of commuter rail parking in Downtown at present and insufficient commuter rail parking at the Junction contributes further to these parking issues. Businesses in the downtown must rely on permit parking for employees for this reason, and the permit parking system helps manage demand for spaces available to the general public.

The new public safety station requires more parking to accommodate Police and Fire employees and visitors than is currently available on the site. Without 43 Lincoln Street, the best option would be to utilize a portion of the Chestnut/Lincoln parking lot for public safety parking, resulting in a loss of 34 permit parking spaces. If the Town acquires 43 Lincoln Street, it will be possible to provide a net increase of 30 spaces in the public safety area, without any change to the Chestnut/Lincoln lot, thus continuing the 34 permit parking spaces and other public uses of the Chestnut/Lincoln lot as at present.

Town Meeting approval is required for the purchase; however, no appropriation is required, as the purchase would be paid from mitigation payments negotiated during the approval process for apartment housing in Needham Crossing now known as The Kendrick. Those funds, totaling $2,250,000, are earmarked for public safety equipment and facilities, and infiltration and inflow removal. This use is consistent with that agreement and using mitigation funds for this purpose reduces the total cost of the Public Safety project to the taxpayers.

The purchase will also allow the Town to achieve savings in the cost of the project by increasing available laydown and swing space, using the house as a construction office, and eliminating the need for a retaining wall and other elements that would be needed if 43 Lincoln Street remains in private ownership. These savings are estimated at $573,000, which exceeds the negotiated purchase premium.

The proposed purchase is a carefully considered recommendation to complete a multi-year land acquisition process. It will benefit the Town, lower costs within the Public Safety project, help address parking needs in the Downtown and Junction areas, and provide flexibility to the Town with long-term land use planning going forward.

MOVED: That the Town vote to authorize the Board of Selectmen to purchase on behalf of the Town the real property known as 43 Lincoln Street (Assessors Map 47, Lot 46).

Mr. Matthew D. Borrelli, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that it has been the goal of the Board to purchase this property for several years. This acquisition will improve the design of the Public Safety Building and avoid the need to reduce parking for public use.

Mr. John P. Connelly, member, addressed this proposal on behalf of the Finance Committee. He explained that there was a majority vote of the Finance Committee authorizing the Board of Selectmen to purchase 43 Lincoln Street.

After a brief discussion, Temporary Moderator Paul T. Milligan called for a 10-minute recess.

The Moderator called the meeting back to order. He acknowledged the presence of our State Representative Denise C. Garlick and thanked her for attending our Town Meeting sessions.

Mr. Milligan announced the attendance for this evening. Town Meeting Members Present - 212 Absent - 38.

Discussion continued under Article 8:

In response to an inquiry from Mr. David Ecsedy, Mr. Borrelli explained that there are two reasons why the Town does not want to take this property by eminent domain. The seller did not want to sell the property so we didn't want to low ball the price. It would also be hard to argue the appraisal of $1.2 million.

Mr. Mark A. Oberle stated that he was originally opposed, but is now in favor of this purchase.

Ms. Elizabeth Jane Grimes also rose in support of this proposal indicating that the Town needs this parcel.

ACTION: The main motion which requires a two-thirds vote was presented and passed by a two-thirds vote declared by the Moderator on a voice vote.

Article 9 was adopted by unanimous consent earlier this evening (May 14, 2018).

ARTICLE 10: AMEND GENERAL BY-LAW – DEPARTMENT REVOLVING FUNDS

To see if the Town will vote to amend the Town's General By-Laws by adding the following new section:

2.2.5.11 Aging Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Aging Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The Town Accountant shall establish the Aging Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Aging Services Programs Revolving Fund for costs related to educational, entertainment, and programmatic activities offered through the Department.

Fiscal Years The Aging Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

or take any other action relative thereto.

Article Information: With passage of the Municipal Modernization Act, the Town must adopt a local by-law to establish revolving fund accounts typically established on an annual basis by Town Meeting. This by-law amendment establishes and authorizes a departmental revolving fund for use by Health and Human Service Department Aging Services division in connection with programs and activities that generate fees, charges for services, or other receipts to support all or some of the expenses of those programs and activities. The revolving funds will be governed by Massachusetts General Laws Chapter 44, Section 53E½. Town Meeting will vote on the spending limit associated with the revolving fund annually. The purpose of this revolving fund is to support a range of programs offered for Needham's seniors at the Center at the Heights. The programs cover an array of subjects and fall into categories including educational, entertainment, exercise, nutrition, mental health and wellness, and social. Participants are charged a modest fee which covers the cost of the instructors' time and any required materials or supplies for the program.

MOVED: That the Town vote to amend the Town's General By-Laws by adding the following new section:

2.2.5.11 Aging Services Programs Revolving Fund

Fund Name There shall be a separate fund called the Aging Services Programs Revolving Fund authorized for use by the Health and Human Services Department.

Revenues The Town Accountant shall establish the Aging Services Programs Revolving Fund as a separate account and credit to the fund all of the program receipts charged and received by the Health and Human Services Department in connection with the related fee based programs.

Purposes and Expenditures During each fiscal year, the Health and Human Services Department may incur liabilities against and spend monies from the Aging Services Programs Revolving Fund for costs related to educational, entertainment, and programmatic activities offered through the Department.

Fiscal Years The Aging Services Programs Revolving Fund shall operate for fiscal years that begin on or after July 1, 2018.

Mr. Matthew D. Borrelli, Selectman, recommended adoption on behalf of the Board of Selectmen.

Ms. Louise L. Miller, Member, recommended adoption on behalf of the Finance Committee. She explained that this proposal will straighten out accounting procedures.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator.

Article 11 was voted by unanimous consent earlier this evening (Monday, May 14, 2018).

ARTICLE 12: AMEND ZONING BY-LAW – DIMENSIONAL AND USE REGULATIONS IN THE LOWER CHESTNUT STREET OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: "(e) Multi-Family Dwelling development with dwelling units on the ground floor."

(b) By replacing Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, so that the entire section shall read now as follows:

"The following lot area, frontage, and setback requirements shall apply to development in the Lower Chestnut Street Overlay District:

(a) Minimum Lot Area: 15,000 square feet. For buildings with a residential component, the Planning Board may grant a Special Permit to waive the minimum lot area requirement by finding that the proposed density creates a beneficial living environment for residents, does not adversely affect the traffic on roads in the vicinity, and better achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with these standards.

(b) Minimum Lot Frontage: 50 feet. For Non-Multi-Family Dwelling-Only Developments, a minimum of 75 percent (75%) of the frontage of the lot facing a public way shall contain a building or buildings, the first floor façade of which is set back between zero (0) and ten (10) feet from the lot line. The Planning Board may grant a Special Permit to waive the foregoing frontage requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(d) Maximum Front Setback. 150 feet from the front property line. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:

(1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.

(2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.

(3) The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community

from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:

(1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.

(2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.

The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District."

(c) By replacing Section 3.9.4.2, Building Height Requirements, so that the entire section shall read now as follows:

"Buildings in the Lower Chestnut Street Overlay District shall be a minimum of two (2) stories. The maximum building height in the Lower Chestnut Street Overlay District shall be four stories and forty-eight (48) feet as of right. The Planning Board may grant a Special Permit to allow a maximum building height of six (6) stories and eighty (80) feet by finding that the proposed structure is compatible in visual scale to its surroundings, does not adversely affect its surroundings by creating shadows or blocking views, and advances the purposes of the Lower Chestnut Street Overlay District.

Buildings in the Lower Chestnut Street Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Section 4.4.3."

(d) By replacing Section 3.9.4.3, Building Bulk and Other Requirements, so that the entire section shall now read as follows:

"The maximum floor area ratio in the Lower Chestnut Street Overlay District shall be as set forth below:

(1) For two-story buildings, the maximum floor area ratio shall be 0.7

(2) For three-story buildings, the maximum floor area ratio shall be 1.0.

(3) For four-story buildings, the maximum floor area ratio shall be 1.5.

(4) For buildings five stories and above, the maximum floor area ratio shall be 2.0."

(e) Amend Section 3.9.5, Off-Street Parking, by:

Adding a new subsection (a)(3), which shall read as follows:

"(a)(3) For dwelling units in a Multi-Family Dwelling-only development, the minimum number of off-street parking spaces shall be one space per bedroom."; and

By replacing Section 3.9.5(b), so that the entire subsection shall now read as follows:

"In addition to the requirement for bicycle racks under Section 5.1.3(n) for a mixed use building, mixed-use development, or a Multi-Family Dwelling-only development, bicycle racks facilitating locking shall be provided to accommodate one bicycle for every two (2) dwelling units."

(f) By replacing Section 3.9.6, Affordable Housing, so that the entire section shall now read as follows:

"Mixed-use buildings, mixed-use developments, and Multi-Family Dwelling-only developments with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of the By-Law. The following requirements shall apply to a development that includes affordable units:

(a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.

(b) All other requirements of Section 3.8.6 shall apply."

(g) By adding a new Section 3.9.9, Drive Aisle Requirements, which shall read as follows:

"Notwithstanding the provisions of Section 5.1.3(i), within the Lower Chestnut Street Overlay District, the minimum width of aisles within parking areas providing access to parking spaces for one-way traffic for a Multi-Family-only Dwelling shall be 20 feet, with a 25-foot turning radius throughout in order to accommodate fire truck movements."

(h) By adding a new Section 3.9.10, Transparency and Entrances, which shall read as follows:

"Commercial uses in the Lower Chestnut Street Overlay District must meet the requirements set forth in this Section 3.9.10. The Planning Board may grant a Special Permit to waive these requirements by finding the proposed design better enables appropriate use of the site, supports pedestrian vitality, and achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with the following requirements.

(1) There shall be at least one entrance every fifty (50) feet of building frontage facing a public way.

(2) A minimum of sixty percent (60%) of the street-facing building height above the façade between two (2) feet and eight (8) feet in height above the street-level floor must consist of clear windows that allow views of indoor space or display areas.

(3) Display windows used to satisfy these requirements shall be changed and maintained to create an active window display; any illumination of the display shall be internal to the building."

Or take any other action relative thereto.

Article Information: The Planning Board seeks to rezone the Lower Chestnut Street Overlay District. The Planning Board's intention is to modify the zoning in this district in a way that will encourage re-development of Lower Chestnut Street, between Great Plain Avenue and the railroad tracks, into a pedestrian friendly New England village with multi-use development. Multi-use would include retail, restaurants, offices and residential buildings.

Specifically, this proposal seeks to expand the use in the Lower Chestnut Street Overlay District to allow multi-family dwelling units by special permit. It also establishes waivers to dimensional requirements. The Lot Area, Frontage and Setback Requirements would change by allowing the Planning Board to waive minimum lot area, minimum front setback, minimum lot frontage, and maximum front setbacks. In addition, this article allows for multi-family dwelling buildings only a 5 foot setback on lots abutting residential districts and the MBTA right-of-way. This article also proposes to increase the current foundational height requirements to an as-of-right 4 stories and 48 feet in height. It further allows the Planning Board to grant a special permit for height of up to 6 stories and 80 feet. This article allows for an increased FAR depending on the number of stories as-of-right instead of by special permit. Lastly, this article allows for multi-family dwelling only to have a minimum of one off-street parking space requirement per bedroom by right.

Moved: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 3.9.3.2, Special Permit Uses, by adding the following language: "(e) Multi-Family Dwelling development with dwelling units on the ground floor."

(b) By replacing Section 3.9.4.1, Lot Area, Frontage and Setback Requirements, so that the entire section shall read now as follows:

"The following lot area, frontage, and setback requirements shall apply to development in the Lower Chestnut Street Overlay District:

(a) Minimum Lot Area: 15,000 square feet. For buildings with a residential component, the Planning Board may grant a Special Permit to waive the minimum lot area requirement by finding that the proposed density creates a beneficial living environment for residents, does not adversely affect the traffic on roads in the vicinity, and better achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with these standards.

(b) Minimum Lot Frontage: 50 feet. For Non-Multi-Family Dwelling-Only Developments, a minimum of 75 percent (75%) of the frontage of the lot facing a public way shall contain a building or buildings, the first floor façade of which is set back between zero (0) and ten (10) feet from the lot line. The Planning Board may grant a Special Permit to waive the foregoing frontage requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(c) Minimum Front Setback: The lesser of 5 feet from the front property line or the average setback of abutting buildings within 100 feet on the same side of the street as the proposed development. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(d) Maximum Front Setback. 150 feet from the front property line. The Planning Board may grant a Special Permit to waive the foregoing front setback requirement by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(e) Minimum Side and Rear Setback for Non-Multi-Family Dwelling-Only Developments:

(1) For lots abutting a residential district, fifty (50) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply. Where side and rear yard setbacks of fifty (50) feet are required, the twenty-five (25) feet closest to the district boundary and all other requirements of Sections 4.4.8.2 and 4.4.8.5 shall apply. The remaining twenty-five (25) feet may be used for an accessory use, not including a building or structure. By special permit from the

Planning Board, however, an underground parking structure may be permitted within the fifty (50) foot side and rear yard setbacks provided that the garage structure shall be located entirely below the grade of the existing lot and set back at least ten (10) feet from the district boundary or ten (10) feet from the lot line, whichever is greater, and the twenty-five (25) feet closest to the district boundary shall be suitably landscaped over the surface of the garage structure in accordance with Section 4.4.8.5.

(2) For lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of twenty-five (25) feet from the lot line abutting the MBTA right-of-way, and the first ten (10) feet of the setback shall be suitably landscaped and not used for any other purpose, including an accessory use, except that within said ten (10) feet the Planning Board may grant a special permit for surface parking, provided that the parking area is suitably landscaped. The remaining fifteen (15) feet may be used for an accessory use, not including a building or structure, except that within said fifteen (15) feet an underground parking structure is permitted if located entirely below the grade of the existing lot.

(3) The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District.

(f) Multi-Family Dwelling-Only Development – Minimum Side and Rear Setback:

(1) For Multi-Family Dwelling-only development on lots abutting a residential district, five (5) feet from the lot line abutting the residential district; for all other lots, no minimum yard setback shall apply.

(2) For Multi-Family Dwelling-only development on lots adjacent to the MBTA right-of-way, there shall be a minimum yard setback of five (5) feet from the lot line abutting the MBTA right-of-way, which area shall be suitably landscaped and not used for any other purpose.

The Planning Board may grant a Special Permit to waive the foregoing setback requirements by finding that the proposed plan can better protect the surrounding community from shadows and blocked views, support pedestrian vitality, and encourage the purposes of the Lower Chestnut Street Overlay District."

(c) By replacing Section 3.9.4.2, Building Height Requirements, so that the entire section shall read now as follows:

"Buildings in the Lower Chestnut Street Overlay District shall be a minimum of two (2) stories. The maximum building height in the Lower Chestnut Street Overlay District shall be four stories and forty-eight (48) feet as of right. The Planning Board may grant a Special Permit to allow a maximum building height of six (6) stories and eighty (80) feet by finding that the proposed structure is compatible in visual scale to its surroundings, does not adversely affect its surroundings by creating shadows or blocking views, and advances the purposes of the Lower Chestnut Street Overlay District.

Buildings in the Lower Chestnut Street Overlay District shall not be further subject to the maximum height regulations of the underlying district, as contained in Section 4.4.3."

(d) By replacing Section 3.9.4.3, Building Bulk and Other Requirements, so that the entire section shall now read as follows:

"The maximum floor area ratio in the Lower Chestnut Street Overlay District shall be as set forth below:

(1) For two-story buildings, the maximum floor area ratio shall be 0.7

(2) For three-story buildings, the maximum floor area ratio shall be 1.0.

(3) For four-story buildings, the maximum floor area ratio shall be 1.5.

(4) For buildings five stories and above, the maximum floor area ratio shall be 2.0."

(e) Amend Section 3.9.5, Off-Street Parking, by:

Adding a new subsection (a)(3), which shall read as follows:

"(a)(3) For dwelling units in a Multi-Family Dwelling-only development, the minimum number of off-street parking spaces shall be one space per bedroom."; and

By replacing Section 3.9.5(b), so that the entire subsection shall now read as follows:

"In addition to the requirement for bicycle racks under Section 5.1.3(n) for a mixed use building, mixed-use development, or a Multi-Family Dwelling-only development, bicycle racks facilitating locking shall be provided to accommodate one bicycle for every two (2) dwelling units."

(f) By replacing Section 3.9.6, Affordable Housing, so that the entire section shall now read as follows:

"Mixed-use buildings, mixed-use developments, and Multi-Family Dwelling-only developments with six or more dwelling units shall include affordable housing units as defined in Section 1.3 of the By-Law. The following requirements shall apply to a development that includes affordable units:

(a) The floor area of the affordable units shall not be counted for purposes of determining the maximum floor area permitted under Section 3.9.4.3.

(b) All other requirements of Section 3.8.6 shall apply."

(g) By adding a new Section 3.9.9, Drive Aisle Requirements, which shall read as follows:

"Notwithstanding the provisions of Section 5.1.3(i), within the Lower Chestnut Street Overlay District, the minimum width of aisles within parking areas providing access to parking spaces for one-way traffic for a Multi-Family-only Dwelling shall be 20 feet, with a 25-foot turning radius throughout in order to accommodate fire truck movements."

(h) By adding a new Section 3.9.10, Transparency and Entrances, which shall read as follows:

"Commercial uses in the Lower Chestnut Street Overlay District must meet the requirements set forth in this Section 3.9.10. The Planning Board may grant a Special Permit to waive these requirements by finding the proposed design better enables appropriate use of the site, supports pedestrian vitality, and achieves the purposes of the Lower Chestnut Street Overlay District than strict compliance with the following requirements.

(1) There shall be at least one entrance every fifty (50) feet of building frontage facing a public way.

(2) A minimum of sixty percent (60%) of the street-facing building height above the façade between two (2) feet and eight (8) feet in height above the street-level floor must consist of clear windows that allow views of indoor space or display areas.

(3) Display windows used to satisfy these requirements shall be changed and maintained to create an active window display; any illumination of the display shall be internal to the building."

Article 12 was withdrawn earlier this evening by unanimous consent (May 14, 2018).

ARTICLE 13: AMEND ZONING BY-LAW – MAP CHANGE TO LOWER CHESTNUT STREET OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located directly to the south and the west of Parcel 6 as shown on Needham Assessor's Map No. 45 known as 433 Chestnut Street and bounded and described as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 1 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most northeasterly corner of Parcel 1 opposite station 473+05.40 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; SOUTHWESTERLY
by a curve to the right having a radius of 2900.93 feet and a length of 875.40 feet to a point, said course being in part by land now or formerly of Castanea Dentata, LLC, thence turning and running; N 55° 58' 21" W 83.00 feet to a point, thence turning and running; NORTHEASTERLY by a curve to the left having a radius of 2817.93 feet and a length of 850.35 feet a point, said course being by the existing northwesterly boundary of the Massachusetts Bay Transportation Authority, thence turning and running; S 73° 15' 44" E 83.00 feet to the point of beginning. Containing 71,619 square feet more or less, or 1.644 acres, more or less.

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve to the left having a radius of 2900.93 feet and a length of 500.56 feet to a point at the northwesterly corner of land now or formerly of Castanea Dentata, LLC, thence turning and running; S 65° 51' 32" E 110.10 feet to a point, thence turning and running; S 28° 33' 01" E 136.06 feet to a point, said last two courses being by land now or formerly of Castanea Dentata, LLC, thence turning and running; SOUTHWESTERLY by a curve to the left having a radius of 2900.13 feet and a length of 491.57 feet to the point of beginning. Containing 53,681 square feet more or less, or 1.232 acres, more or less.

Or take any other action relative thereto.

Article Information: This article describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Lower Chestnut Street Overlay District. Portions of both parcel 051-084 and the MBTA right-of-way shown on Assessors' Plan Number 45 are affected by this rezoning. The subject land is owned by the Massachusetts Bay Transportation Authority and is located within the Single Residence B zoning district. A total area of 2.876 acres, more or less, would be affected by this map revision.

MOVED: That the Town vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

Place in the Lower Chestnut Street Overlay District a portion of land now zoned Single Residence B and located directly to the south and the west of Parcel 6 as shown on Needham Assessor's Map No. 45 known as 433 Chestnut Street and bounded and described as follows:

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 1 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most northeasterly corner of Parcel 1 opposite station 473+05.40 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; SOUTHWESTERLY by a curve to the right having a radius of 2900.93 feet and a length of 875.40 feet to a point, said course being in part by land now or formerly of Castanea Dentata, LLC, thence turning and running; N 55° 58' 21" W 83.00 feet to a point, thence turning and running; NORTHEASTERLY by a curve to the left having a radius of 2817.93 feet and a length of 850.35 feet a point, said course being by the existing northwesterly boundary of the Massachusetts Bay Transportation Authority, thence turning and running; S 73° 15' 44" E 83.00 feet to the point of beginning. Containing 71,619 square feet more or less, or 1.644 acres, more or less.

A certain parcel of land situated in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, being a portion of property owned by the Massachusetts Bay Transportation Authority and located westerly of Chestnut Street and being shown as PARCEL 2 on a plan entitled "RE-ZONING PLAN OF LAND IN NEEDHAM, MA (NORFOLK COUNTY)..." dated April 3, 2018, prepared by Beals and Thomas, Inc., being more particularly bounded and described as follows: Beginning at a point at the most southwesterly corner of Parcel 2 opposite station 481+69.94 of the monumented railroad base line of the Charles River Branch as shown on said plan thence running; NORTHEASTERLY by a curve to the left having a radius of 2900.93.

Article 13 was withdrawn earlier this evening by unanimous consent (May 14, 2018).

At 9:35 P.M. Mr. Daniel P. Matthews on behalf of the Board of Selectmen moved to dissolve the Special Town Meeting with the following Resolutions:

THE FOLLOWING RESOLUTION

Was offered

In memory of

David John Sexton

WHEREAS: David Sexton was born and raised in Brookline, Massachusetts. He graduated from Cathedral High School in Boston, received a Bachelor's Degree from Stonehill College, and a Master's Degree from the Rutgers University Stonier School of Banking. He served his country in the U.S. Army from 1962 to 1968; and

WHEREAS: David was married to Gloria Ann Gamel for 50 years. In 1968 they moved from West Roxbury to Needham, first living on North Hill Avenue, then moving to their family home on Stratford Road, where they raised their five children David Jr., Julie, Donna, Matthew, and Michael; and

WHEREAS: David began his career at Liberty Mutual Insurance as a computer programmer. He went on to work at Honeywell Corporation, Fidelity Investments, Coopers and Lybrand, and State Street Corporation. At State Street, David rose to the position of Chief Information Officer, and served for over 20 years. He helped to transform State Street from a traditional regional bank into a global investment and securities processing company; and

WHEREAS: David was a competitive athlete who excelled as a pitcher in baseball, and tried out as a walk-on for the Red Sox. A talented golfer, David was a member and officer of the Needham Golf Club, winning many club championships in Needham and beyond; and

WHEREAS: David served as a Town Meeting Member from 1977 through 1981.

NOW THEREFORE, be it resolved by this body that the May 14, 2018 Special Town Meeting be dissolved in honor of the civic and community contributions of David John Sexton to the Town of Needham.

ACTION: at 9:35 PM the Resolution was presented and carried unanimously by voice vote.

THE FOLLOWING RESOLUTION

Was offered

In memory of

Lynn Deutsch Stern

WHEREAS: Lynne Deutsch Stern was born in the Bronx and raised in Queens, New York. She graduated from Bayside High School, received a Bachelor's Degree In English from Queens College and a Master's Degree in English Education from Hofstra

WHEREAS: In 1968 Lynne married Mike Stern, her husband of 49 years. In 1976, the Sterns moved from New York to settle in their family home on Hoover Road in Needham, where they raised their two children Karen and Amy, both graduates of Needham High School; and

WHEREAS: Lynne was an Associate Professor of English at Wentworth Institute, and also taught English at Mount Ida College and Pine Manor College; and

the Needham Community Council and the Needham Free Public Library, serving as Chairman of the Sunday afternoon programs for 20 years. She was also an advocate for peace through her work with Needham Peaceworks; and

WHEREAS: Lynne served as a Town Meeting Member representing Precinct J from 1986 to 1997 and from 2003 to 2007.

NOW THEREFORE, be it resolved by this body that the May 14, 2018 Special Town Meeting be dissolved in honor of the civic and community contributions of Lynne Stern to the Town of Needham.

ACTION: at 9:35 PM the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

* * * * * * * *

The Moderator called the Annual Town Meeting back into session at 9:35 P. M., declared a quorum to be present, and requested the Town Clerk to so record. He recognized Needham's State Representative Denise C. Garlick and thanked her for making a special effort to attend Town Meeting. Discussion commenced under Article 35 upon the dissolution of the Special Town Meeting called for Monday, May 14, 2018 at 7:30 P. M.

Discussion commenced under Article 35.

ARTICLE 35: APPROPRIATE FOR PUBLIC WORKS STORAGE FACILITY

To see if the Town will vote to raise and/or transfer and appropriate the sum of $7,615,000 for design and construction of the Public Works Storage Facility, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,382,000 be transferred from Free Cash, that $944,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that $1,786,000 be transferred from Water Enterprise Fund Retained Earnings, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $3,503,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

Article Information: The recently completed DPW relocation feasibility study determined that all of the vehicle storage required to fulfill DPW operations programming needs cannot fit on the existing site (470/484 Dedham Avenue). The existing site has been approved by the Board of Selectmen as the preferred site for the ultimate reconstruction of the facility. Weston & Sampson evaluated many options and locations, recommending that a storage facility be constructed in a remote location. After reviewing recommendations with the PPBC and Board of Selectmen, Weston & Sampson has recommended that the facility be located near the RTS on Central Avenue. The storage facility will address the needs of a modernized DPW facility and organization, including providing shelter for Town equipment which will increase its service life. The feasibility process included the development of a comprehensive vehicle and equipment list, including towed, ride-on, and small portable equipment along with classified storage type (i.e. garaged vs. covered), and presented equipment storage scenarios. This request will fund both the design and construction of the facility.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $7,615,000 for design and construction of the Public Works Storage Facility, including costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that $1,382,000 be transferred from Free Cash, that $944,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that $1,786,000 be transferred from Water Enterprise Fund Retained Earnings, and that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $3,503,000 under Massachusetts General Law Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal. He explained that this facility cannot fit on the existing site located at the 470/484 Dedham Avenue. The Board of Selectmen approved the proposed site located on the east side of the Transfer Station on Central Avenue. The Board of Selectmen unanimously recommends adoption of the proposal.

Mr. John P. Connelly, member, advised that the Finance Committee voted unanimously to recommend Article 35. It is a necessary and worthwhile proposal.

In response to an inquiry from Mr. David Dirks, Mr. Borrelli explained that square footage costs were up because of ledge at the site.

After several inquiries, Mr. Borrelli noted that the useful life of the facility is forty years. There are no additional plans for the property at the Transfer Station. The entire Department of Public Works cannot fit at the Dedham Avenue location.

ACTION: The main motion, which requires a two-thirds vote, was presented and passed by two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 36: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $345,360 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
RTS	Fleet Replacement - Specialized Equipment	$245,360	
RTS	Big Belly Trash Cans	$100,000	
		$345,360	

Article Information:

Smart Technology Trash Cans

The Town has been investigating long term strategies for reducing public litter. Over the past year, the DPW has met with vendors to review a Town-wide deployment of waste management receptacles. These receptacles have two compartments, one for recycling and one for trash, with solar powered compactors, and technology that provides an alert when the receptacles are full. The Town is pursuing a pilot program to deploy these receptacles at recreational facilities around Town. This deployment will include 12 trash and recycling receptacles. Eleven receptacles will be solar powered compactors and one will be a solar powered non-compactable receptacle. The solar powered compactors will be deployed in areas of high trash volume and the non-compactable receptacle will be deployed in an area that is not prone to substantial trash generation. The receptacles will be purchased by the Town and their impact on reducing overflowing trash and minimizing odors will be monitored. There is a potential in the future to either purchase or lease additional receptacles.

RTS Enterprise Fund Fleet Replacement – Specialized Vehicles

Unit #	Division	Current Vehicle Type	Vehicle Year	New Vehicle Type	Amount
143	RTS	Front End Loader	2010	Front End Loader	$245,360

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $345,360 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from RTS Enterprise Fund Retained Earnings.

Group	Description	Recommended	Amendment
RTS	Fleet Replacement - Specialized Equipment	$245,360	
RTS	Big Belly Trash Cans	$100,000	
		$345,360	

Mr. John A. Bulian, Selectman, addressed this proposal on behalf of the Board of Selectmen. He noted that the Board of Selectmen recommends adoption of Article 36.

Mr. Kenneth J. Lavery, Member, recommended adoption of this proposal on behalf of the Finance Committee.

In response to an inquiry from Ms. Lois Sockol, Mr. Bulian does not believe there will be an increase in personnel, but a more efficient use of personnel.

Mr. Paul A. Siegenthaler rose in favor of any equipment to add to the beautification of our parks. Mr. Bulian noted that this hopes to be the start of a program to reduce trash in Needham.

Ms. Lisa Cherbuliez stated that she works for Big Belly. She noted that the contamination rate is high and there will be some cleaning and maintenance to be factored in.

After a brief discussion, a motion to move the previous question was offered by Mr. William R. Dermody. The motion was presented and passed by the required two-thirds vote declared by the Moderator on a voice vote.

ACTION: The main motion was presented and passed by majority vote declared by the Moderator on a voice vote.

Article 37 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

Article 38 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

Article 39 was adopted by unanimous consent earlier this evening (Monday, May 7, 2018).

At 11:00 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday, May 16, 2018 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

* * * * * * * *

ADJOURNED ANNUAL TOWN MEETING
Wednesday, May 16, 2018

Pursuant to adjournment of the Annual Town Meeting held May 14, 2018, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday May 16, 2018 at 7:30 P.M.

Check lists were used and 208 voters were checked on the list as being present, including 204 Town Meeting Members. 46 Town Meeting Members were absent.

With the cooperation of the Needham Interfaith Clergy Association, Reverend Nicholas Morris-Kliment, Pastor, Christ Episcopal Church, gave the invocation.

Discussion commenced under Article 40.

ARTICLE 40: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $63,378 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park Field Complex. The replacement of the synthetic turf fields at Memorial Park and DeFazio Park Field Complex is estimated to be $2.5 million in FY2020. The requested appropriation continues the method of benchmarking to Park and Recreation administrative fee receipts from the most recent completed fiscal year (FY2017), The balance in the fund as of March 30, 2018 was $4,380,174.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $63,378 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Matthew D. Borrelli, Selectman, addressed this proposal and requested approval on behalf of the Board of Selectmen.

Mr. Richard M. Reilly, Chairman, stated that this is an appropriate fund and the Finance Committee unanimously recommends adoption of Article 40.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 41: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $141,413 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Explanation: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital item(s) at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The recommended appropriation of is equal to the amount that the Town received from the sale of surplus equipment during FY2017. This was one of the sources identified to be contributed to the fund. The balance in the fund as of March 30, 2018 was $742,357.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $141,413 to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash.

Mr. Daniel P. Matthews, Chairman, addressed this proposal and requested approval on behalf of the Board of Selectmen.

Mr. Richard M. Reilly, Chairman, Finance Committee, advised that this is a rainy day fund. The Finance Committee unanimously recommends adoption of this article.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 42: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,817,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $431,000 be raised from the Tax Levy, and that $1,386,000 be transferred from Free Cash; or take any other action relative thereto.

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation, or reconstruction relating to the structural integrity, building envelope, or MEP (mechanical, electrical, plumbing) systems of then-existing capital facilities. The October 2, 2017 Special Town Meeting appropriated $1,817,000 as a funding source for the reconstruction and expansion of Needham High School. The School Committee, Finance Committee and Board of Selectmen stated at that time their intent to restore the funding as soon as practicable. The balance in the fund as of March 30, 2018 was $26,749.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,817,000 to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that $431,000 be raised from the Tax Levy, and that $1,386,000 be transferred from Free Cash.

Mr. Daniel P. Matthews, Chairman, explained that this article is basically the reserve fund used for capital facilities. The Board of Selectmen unanimously request approval of this article.

Mr. Richard M. Reilly, Chairman, advised that appropriations to this fund are $150,000 under target. The Finance Committee unanimously recommends approval of this article.

Mr. Ronald W. Ruth echoed the Finance Committee Chairman that some target levels need to be revisited.

Mr. Richard A. Zimbone offered the following motion to amend: To delete the appropriation from the tax levy and change the total appropriation to $1,386,000, same as the amount transferred from Free Cash. Mr. Zimbone explained that unless there is a compelling need, he would like to see the appropriation come from Free Cash and not from the tax levy. Mr. Reilly spoke in opposition to the motion to amend. He explained that the Town is replacing these funds as promised from last year.

In response to an inquiry from Mr. Paul S. Alpert, Mr. Reilly explained that any amounts not approved at Town Meeting go back to Free Cash.

The motion to amend was presented, but failed to pass on a voice vote.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 43: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning Board offers the following amendment. To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

(2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

(3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use	RRC	SRB SRA	GR	A-1,2 &3	I	IND	IND-1
Marijuana Establishment	N	N	N	N	N	N	N"

(4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"Use	B	CSB	CB	ASB	HAB
Marijuana Establishment	N	N	N	N	N"

Or take any other action relative thereto.

Article Information: The issues around the legalization of marijuana in Massachusetts, first medicinal in 2013, followed by recreational in 2016, continue to require municipal action in order to appropriately regulate this new use at the local level. Currently, the Needham Zoning By-Law permits a Medical Marijuana Treatment Center in the Mixed Use-128 District and in the Industrial-1 District where marijuana may be grown, processed or sold and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District where marijuana may be sold but not grown or processed. At the present time there is one Medical Marijuana Treatment Center in Needham, located at 29 Franklin Street, where medicinal marijuana is sold. Recreational marijuana establishments in Needham are currently prohibited under a zoning moratorium adopted at the May 2017 Annual Town Meeting, which is set to expire on December 31, 2018. The Massachusetts Cannabis Control Commission (CCC) has finalized its regulations, which provide that the CCC will begin accepting applications for recreational (adult use) marijuana establishments on April 1, 2018. Since Needham adopted its moratorium before the CCC was to begin licensing non-medical marijuana establishments, no recreational establishments may be permitted in Needham during the moratorium and such establishments would be prohibited under the Needham Zoning Bylaw as of January 29, 2018 if this amendment takes effect.

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016), but in Needham, the vote on Question 4 was 8,203 in favor and 9,964 against. On July 28, 2017 the Massachusetts State Legislature approved "An Act to Ensure Safe Access to Marijuana" which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Articles 43 and 44 are proposed to carry out and codify the action taken by the voters of the Town of Needham on Question 4 by prohibiting all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business in Needham. The amendment serves just to prohibit recreational marijuana establishments from locating in Needham and will not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham would all be unaffected by these changes.

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning Board offers the following amendment.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

(2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

(3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use	RRC	SRB SRA	GR	A-1,2 &3	I	IND	IND-1
Marijuana Establishment	N	N	N	N	N	N	N"

(4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"Use	B	CSB	CB	ASB	HAB
Marijuana Establishment	N	N	N	N	N."

On behalf of Mr. Daniel P. Matthews, Chairman, Board of Selectmen, the Moderator sought unanimous consent that the order of consideration such that Article 44 be considered before Article 43. Unanimous Consent was denied so the motion was open for discussion. Mr. Matthews noted that the general thought regarding these articles is you can vote the zoning article or the by-law articles or both. Some towns have voted only the by-law. The Board of Selectmen feels this order would be more helpful.

Mr. Joshua W. Levy spoke in opposition of this motion.

After a brief discussion, Mr. Matthews' motion to change the order of consideration of Articles 43 and 44 was presented and carried by majority vote on a voice vote declared by the Moderator.

Article 43: It was voted that Article 43 will come before Town Meeting after the vote on Article 44.

ARTICLE 44: AMEND GENERAL BY-LAW/MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town's General Bylaws by adding a new Section 3.10, Marijuana Establishments, as follows:

"Section 3.10 Marijuana Establishments All types of "marijuana establishments" as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Needham. Exempt from the provisions of this prohibition are medical marijuana treatment centers operated under a medical use marijuana license in accordance with the provisions of G.L. c. 94I," or take any action relative thereto.

Article Information: Included in this warrant under Article 43 is a proposal to amend the Zoning By-Law to prohibit the location of marijuana establishments in any zoning district in the Town of Needham. Chapter 55 of the Acts of 2017, An Act to Ensure Safe Access to Marijuana, is ambiguous as to whether a by-law prohibiting marijuana establishments in the Town must be zoning or general in nature. As such, Town Counsel has recommended that the Town adopt both a general and zoning by-law to enact such a prohibition.

MOVED: That the Town vote to amend the Town's General Bylaws by adding a new Section 3.10, Marijuana Establishments, as follows:

"Section 3.10 Marijuana Establishments All types of "marijuana establishments" as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Needham. Exempt from the provisions of this prohibition are medical marijuana treatment centers operated under a medical use marijuana license in accordance with the provisions of G.L. c. 94I.

Under article 44, Mr. Matthews moves to discuss the subject matter of Articles 43 and 44 together but vote on separately. The motion was presented and carried by majority vote declared by the Moderator on a voice vote.

Mr. Paul S. Alpert rose in favor of the motion, but noted that there is a significant difference in Articles 43 and 44. Article 43 is a zoning by-law amendment which requires a two-thirds vote for passage. Article 44 is a general by-law amendment which requires a majority vote for passage. He requested that a motion to move the previous question be related to the individual article.

Mr. Matthews reviewed Article 44 on behalf of the Board of Selectmen. He advised that the legalization of medical Marijuana was approved by the voters of Massachusetts in 2013 followed by the recreation use of marijuana in 2016. The Needham vote on Question 4 was 8,203 in favor and 9.964 against. The Massachusetts State Legislature approved "An Act to Ensure Safe Access to Marijuana" which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Needham has the right to ban recreational marijuana. The Board of Selectmen's recommendation is to ban recreational marijuana at this time and see how the State regulates this new law.

Ms. Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board. She stated that the Planning Board is asking Town Meeting to vote to prohibit recreational marijuana establishments in Needham. She reiterated that Needham voted against this law in November 2016. Needham has a medical marijuana establishment in Needham. However there is no area zoned for recreational marijuana establishments and the Planning Board is trying to prohibit recreational marijuana. Ninety towns in Massachusetts have voted against recreational marijuana. We want to study how other towns regulate this use. We need to slow down. The Planning Board asks your support on these proposals.

Mr. Stephen K. Epstein, member, advised that the Board of Health has two concerns – impaired driving and the effects on adolescents and youth. The adolescent brain does not think like an adult.

Mr. Joshua W. Levy, member, addressed this article on behalf of the Finance Committee. He advised that the Finance Committee voted 5 – 1 under Article 43 and 8 – 1 under Article 44 to oppose both articles.

Ms. Lois Sockol spoke in favor of articles 43 and 44 and keeping our kids safer. She noted that in Colorado there was 30% more traffic in emergency rooms mostly of young people from use of marijuana, 62% more traffic deaths related to marijuana, and portions of the brain are negatively affected from marijuana.

Ms. Karen Shapiro rose in support of Articles 44 and 43. She noted that we, as Town Meeting Members, are here to represent our Town and Needham voted against recreational marijuana.

Upon request of Mr. Ford H. Peckham, unanimous consent was given to allow John Schlittler, Police Chief of Needham and non-resident, to address Town Meeting. Chief Schlittler advised that he is the father of three children and very concerned with this issue. He advised that he would hate to see the great work we are doing to keep our kids and residents safe go downhill. This would be another negative for the Town.

Ms. Michelle Herman, a non-Town Meeting Member, spoke in opposition of these articles. She stated that while she is new to Needham, she suggested that Needham should regulate and legalize recreational marijuana.

Mr. Jeffrey D. Heller suggested the Finance Committee did a good job and questioned why the town doesn't have some regulations for recreation marijuana as it does for medical marijuana.

A motion to refer the subject matter of Article 43 back to the Planning Board for future action and return, if possible, to the next Special Town Meeting was offered by Mr. Jeffrey D. Heller.

Mr. Irwin Silverstein rose in support of Articles 44 and 43 and commended the remarks of Mrs. Sockol, Dr. Epstein and the Police Chief.

In response to an inquiry from Mr. Gerald C. Rovner, Mr. Matthews advised that the Attorney General will only recognize the existing ban until June 2019.

Ellen Fine, non-Town Meeting Member, spoke in opposition of Articles 44 and 43.

Mr. Artie R. Crocker spoke in opposition of Article 44 and 43 and in favor of the motion to refer Article 43.

Elizabeth Nicole Kaponya noted that more than half of the cities and towns in Massachusetts have banned recreational marijuana.

Karen R. Shannon rose in support of both Article 43 and 44 suggesting that Town Meeting should vote the will of the voters.

Mr. Steven M. Rosenstock suggested there are real concerns about Needham being first on the block. The U. S. Government still considers marijuana an illegal drug. He spoke in favor of passage of the General By-Law under Article 44.

Mr. Joseph J. Leghorn suggested Town Meeting could refer Article 43 (the Zoning By-Law amendment) and pass Article 44 (the General By-Law amendment) since the zoning by-law amendment requires a two-thirds vote to pass and rescind and the general by-law amendments only requires a majority vote on both.

Speaking in opposition to Articles 43 and 44 were Erik J. Bailey and Michael A. Diener.

After a brief break, the Moderator recognized our State Representative Denise C. Garlick and thanked her for attending our Town Meeting.

The following two motions to amend were offered by R. Cynthia Landau:

The main motion under Article 44 be amended by inserting the following words at the end of the article: The provisions of this by-law shall expire on April 30, 2023.

The main motion under Article 43 be amended by inserting the following words at the end of the article: The provisions of this by-law shall expire on April 30, 2023.

After a lengthy discussion, Mr. Kurt M. Mullen offered a motion to move the previous question on all pending motions. The motion was presented but the Moderator was in doubt. The following Town Meeting Members were sworn in as tellers: Erik J. Bailey, Paula R. Callanan, Jane B. Murphy, Deborah S. Winnick, Thomas M. Harkins, and Marjorie M. Margolis. Town Meeting Members Nina Silverstein and Richard A. Zimbone were sworn in as tellers to replace Erik J. Bailey and Deborah S. Winnick who addressed these articles. The motion which requires a two-thirds vote to pass was presented. The hand count was Yes 146 - No 53. The motion carried by a count of hands.

ACTION UNDER ARTICLE 44: Ms. Landau's motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The motion was presented for a third time and carried by a count of hands. The hand count was Yes 96 – No 99. The motion failed to pass by a count of hands.

ACTION: The Main motion under Article 44 which requires a majority vote was presented but the Moderator was in doubt. The motion was again presented and carried by a count of hands. The hand count was Yes 121 – No 73.

ARTICLE 43: AMEND ZONING BY-LAW – MARIJUANA ESTABLISHMENTS

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning Board offers the following amendment. To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

(2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

(3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use	RRC	SRB SRA	GR	A-1,2 &3	I	IND	IND-1
Marijuana Establishment	N	N	N	N	N	N	N"

(4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"Use	B	CSB	CB	ASB	HAB
Marijuana Establishment	N	N	N	N	N"

Or take any other action relative thereto.

Article Information: The issues around the legalization of marijuana in Massachusetts, first medicinal in 2013, followed by recreational in 2016, continue to require municipal action in order to appropriately regulate this new use at the local level. Currently, the Needham Zoning By-Law permits a Medical Marijuana Treatment Center in the Mixed Use-128 District and in the Industrial-1 District where marijuana may be grown, processed or sold and an Off-Site Medical Marijuana Dispensary in the Highland Commercial-128 District where marijuana may be sold but not grown or processed. At the present time there is one Medical Marijuana Treatment Center in Needham, located at 29 Franklin Street, where medicinal marijuana is sold. Recreational marijuana establishments in Needham are currently prohibited under a zoning moratorium adopted at the May 2017 Annual Town Meeting, which is set to expire on December 31, 2018. The Massachusetts Cannabis Control Commission (CCC) has finalized its regulations, which provide that the CCC will begin accepting applications for recreational (adult use) marijuana establishments on April 1, 2018. Since Needham adopted its moratorium before the CCC was to begin licensing non-medical marijuana establishments, no recreational establishments may be permitted in Needham during the moratorium and such establishments would be prohibited under the Needham Zoning Bylaw as of January 29, 2018 if this amendment takes effect.

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016), but in Needham, the vote on Question 4 was 8,203 in favor and 9,964 against. On July 28, 2017 the Massachusetts State Legislature approved "An Act to Ensure Safe Access to Marijuana" which allowed municipalities that voted against Question 4 to prohibit marijuana establishments by adopting a by-law or by-laws for such purposes. Articles 43 and 44 are proposed to carry out and codify the action taken by the voters of the Town of Needham on Question 4 by prohibiting all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business in Needham. The amendment serves just to prohibit recreational marijuana establishments from locating in Needham and will not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham would all be unaffected by these changes.

Whereas Needham being a town in which the majority of voters voted in the negative on question 4 on the 2016 State

Election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana" the Planning Board offers the following amendment.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(1) In Section 1.3, Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Establishment: Any type of "marijuana establishment" as defined in G.L. c.94G, Section 1, including marijuana cultivators (including craft marijuana cultivator cooperatives), independent testing laboratories, marijuana product manufacturers, marijuana retailers (including delivery-only retailers and social consumption operation retailers whether as a primary use or mixed or accessory use), or any other type of licensed marijuana-related business (excluding Medical Marijuana Treatment Centers as defined below). "

(2) In Section 3.1, Basic Requirements, Subsection 3.1.2, Prohibited Uses, by inserting at the end of the first paragraph a new sentence, which shall read as follows:

"Use of any premises in any district as a Marijuana Establishment is hereby prohibited."

(3) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial, and Industrial-1 Districts, by inserting immediately below the row that reads "Medical Marijuana Treatment Center" a new entry, which shall read as follows:

"Use	RRC	SRB SRA	GR	A-1,2 &3	I	IND	IND-1
Marijuana Establishment	N	N	N	N	N	N	N"

(4) In Section 3.2, Schedule of Use Regulations, Subsection 3.2.2, Uses in the Business, Chestnut Street Business, Center Business, Avery Square Business and Hillside Avenue Business Districts, by inserting immediately below the row that reads "medical clinic" a new entry, which shall read as follows:

"Use	B	CSB	CB	ASB	HAB
Marijuana Establishment	N	N	N	N	N."

ACTION UNDER ARTICLE 43:

Mr. Heller's motion to refer which requires a majority vote for passage was presented, but it failed to pass by majority vote on a voice vote declared by the Moderator.

Ms. R. Cynthia Landau's motion to amend which requires a majority vote for passage was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The motion was presented for a third time and carried by a count of hands. The hand count was Yes 107 – No 88.

ACTION : The Main motion under Article 43 which requires a two-thirds vote for passage was presented but failed to pass by a count of hands. The hand count was Yes 103 – No 97.

Article 45 was adopted by unanimous consent on Monday, May 7, 2018.

ARTICLE 46: AMEND GENERAL BY-LAW /PUBLIC CONSTRUCTION

To see if the Town will vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

"2.6.1 Building Design and Construction Department There is hereby established a Building Design and Construction Department under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building Committee as provided below, for which the Building Design and Construction Department will provide support."

And by deleting Section 2.6.2 and inserting in place thereof the following:

"2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter "Committee") responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town."

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

"2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or elected member of another standing Town board, committee or commission, except Town Meeting, or serve as an appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings."

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

"2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chair of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter "BMD") with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof (hereinafter "warrantees"), attic stock materials used therein, or work done thereon, and (2) post a digital copy of remaining records and reports on the Town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material provided to the User Agency and BMD determined to have no substantial value."

And by deleting Section 2.6.19, or take any other action relative thereto.

Article Information: The purpose of this amendment is to update language to recognize the transfer of the building maintenance function to the Department of Public Works, to acknowledge that the role of the PPBC and Department includes both design and *construction, to widen the pool of candidates to be considered for membership on the PPBC, and to be consistent with modern practices. The name of the Department that previously included both design and construction and building maintenance has been the "Public Facilities Department." Now that the building maintenance function is a division of the Department of Public Works, the article would change the name of the remaining department to "Building Design and Construction Department." The existing By-Law restricts appointed members of standing committees from serving as members of the PPBC. The proposed revision would allow those appointed to standing committees that are not involved in the design, permitting or financing of public buildings to serve on the PPBC. The proposed amendment also reflects current administrative practices, such as archiving digital versions of construction documents rather than in paper at the Public Library.*

MOVED: That the Town vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

"2.6.1 Building Design and Construction Department There is hereby established a Building Design and Construction Department under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building Committee as provided below, for which the Building Design and Construction Department will provide support."

And by deleting Section 2.6.2 and inserting in place thereof the following:

"2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter "Committee") responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town."

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

"2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or elected member of another standing Town board, committee or commission, except Town Meeting, or serve as an appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings."

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

"2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chair of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter "BMD") with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof (hereinafter "warrantees"), attic stock materials used therein, or work done thereon, and (2) post a digital copy of remaining records and reports on the Town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material provided to the User Agency and BMD determined to have no substantial value."

And by deleting Section 2.6.19.

Mr. Daniel P. Matthews, Chairman, sought approval of Article 46 on behalf of the Board of Selectmen.

The following motion to amend was offered by Mr. Daniel P. Matthews: That the main motion under Article 46 be amended by deleting the proposed section 2.6.2.18 and inserting in place thereof the following:

"2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chairperson of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter "BMD") with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and attic stock materials used therein, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof ("warrantees") for work done thereon, and (2) post a digital copy of remaining records and reports on the town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material relinquished to the User Agency and BMD determined to have no substantial value, the balance of such materials being deposited in the Public Administration Collection."

And by deleting in the final sentence of the motion the section heading "2.6.19" and inserting in place thereof the section heading 2.6.2.19."

Mr. John P. Connelly, member, advised that the Finance Committee voted unanimously to support this proposal.

Mr. Matthews's motion to amend was presented and carried by unanimous vote on a voice vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried by unanimous vote on a voice vote.

VOTED: That the Town vote to amend the General By-Laws by deleting section 2.6.1 and inserting in place thereof the following:

"2.6.1 Building Design and Construction Department There is hereby established a Building Design and Construction Department under the authority of the Town Manager. The Department shall be responsible for managing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town. These projects will be under the jurisdiction of the Permanent Public Building Committee as provided below, for which the Building Design and Construction Department will provide support."

And by deleting Section 2.6.2 and inserting in place thereof the following:

"2.6.2 Permanent Public Building Committee There shall be a Permanent Public Building Committee (hereinafter "Committee") responsible for overseeing the design (including feasibility studies), construction, reconstruction, alteration or enlargement of all buildings owned by the Town or constructed on land owned, leased, licensed or operated by the Town."

And by deleting Section 2.6.2.2 and inserting in place thereof the following:

"2.6.2.2 Each of the members appointed by the Appointing Authority shall be a registered voter of the Town of Needham. No member appointed by the Appointing Authority shall be a paid employee of the Town, or serve as an elected official, or elected member of another standing Town board, committee or commission, except Town Meeting, or serve as an appointed member of another standing Town board, committee, or commission directly involved in the design, permitting, and/or financing of public buildings."

And by deleting Section 2.6.2.18 and inserting in place thereof the following:

"2.6.2.18 Except as the laws of the Commonwealth may otherwise require, the Chairperson of the Committee, or his or her designated representative, shall, upon the termination of the Project Committee: (1) provide the User Agency and the Department of Public Works – Building Maintenance Division (hereinafter "BMD") with a complete and final set of drawings and specifications of the finished structure, as-built drawings, Operations and Maintenance Manuals, all other contract documents, and attic stock materials used therein, and shall provide to the User Agency and BMD all papers guaranteeing the building or any feature thereof ("warrantees") for work done thereon, and (2) post a digital copy of remaining records and reports on the town server for the purpose of maintaining detailed records, including any inventory indicating what papers, materials and records were deposited with the User Agency and BMD. Subject to the approval of the Town Clerk and the requirements of M.G.L. Chapter 66, the user Agency and BMD may destroy that portion of the material relinquished to the User Agency and BMD determined to have no substantial value, the balance of such materials being deposited in the Public Administration Collection."

And by deleting in the final sentence of the motion the section heading "2.6.19" and inserting in place thereof the section heading 2.6.2.19."

ARTICLE 47: AMEND GENERAL BY-LAW /CONTRACT PROCEDURES

To see if the Town will vote to amend the General By-Laws by deleting in Section 2.1.3 the sum $25,000 and inserting in place thereof the sum "$50,000," and by deleting the words "for Curriculum" after the words "Online Subscription Services," and by inserting at end of the Section the phrase "Appraisal Services for Revaluation 5," and by alphabetizing the list of contract types, or take any other action relative thereto.

Article Information: The purpose of this article is to amend the Town's By-Laws to reflect recent changes made to municipal finance under the Municipal Modernization Act and to allow greater flexibility in procuring online subscription services (software as a service). MGL Chapter 30B section 4 was amended by changing the maximum dollar amount for which written quotes may be solicited from $25,000 to $50,000. The amendment to section 2.1.3 of the Town's By-laws would require Town Counsel's approval of the form of the contract in amount of $50,000 or more. The Act changed the frequency with which DOR must certify that local property assessments reflect fair cash valuation from every three years to every five years. The certification is a condition of approving the municipality's property classifications for purposes of allocating responsibility for the local tax levy. In order to better ensure that an outside company which may assist the Town with its property valuation duties for taxation is under contract for the full certification cycle, the Town's By-Laws would be amended to allow contacts for Appraisal Services for Revaluation to be for up to five years.

Without the addition of this type of contract, the Town is limited to three years. The amendment to strike "for Curriculum" from the contract length will enable the Town to enter into contracts greater than three years for online subscription services beyond those used for education. There are an increasing number of companies and organizations that are changing their service models to be subscription based, and in order to obtain better terms and conditions, and be more efficient, the ability to enter into agreements for non-curriculum subscription services for longer periods is needed. The final change would allow the Town Clerk to alphabetize the list of contracts in the Town's By-Laws.

MOVED: That the Town vote to amend the General By-Laws by deleting in Section 2.1.3 the sum $25,000 and inserting in place thereof the sum "$50,000," and by deleting the words "for Curriculum" after the words "Online Subscription Services," and by inserting at end of the Section the phrase "Appraisal Services for Revaluation 5," and by alphabetizing the list of contract types.

Mr. Daniel P. Matthews, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that these are relatively moderate changes to make life easier and ease the workload.

Mr. Barry J. Coffman, Vice Chairman, stated that this modernizes current practices. The Finance Committee unanimously recommends approval.

ACTION: The main motion was presented and carried unanimously on a voice vote.

ARTICLE 48: AMEND GENERAL BY-LAW /VACCINATION REQUIREMENT

To see if the Town will vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

"3.7.9 **Vaccination Requirement** Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Unvaccinated pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per animal, or by a non-criminal penalty of fifty dollars per animal."

Or take any other action relative thereto.

Article Information: MGL Chapter 140 Section 145B requires owners of dogs, cats, and ferrets to be vaccinated against rabies. Owners who do not quality for an exemption who fail to have a pet vaccinated shall be punished by a fine of not more than $100. The purpose of this proposed amendment to the General By-Laws is to authorize the Town to fine such violators in compliance with the revised State statute.

MOVED: That the Town vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

"3.7.9 **Vaccination Requirement** Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Unvaccinated pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per animal, or by a non-criminal penalty of fifty dollars per animal."

Mr. Maurice Handel, Selectman, offered the following motion to amend: That the main motion under Article 48 be amended by deleting in Section 3.7.9.2 the word "Unvaccinated" and by deleting in Section 3.7.9.3 the word "animal" the first time it appears and inserting in place thereof the word "offense" and by deleting the phase "or by a non-criminal penalty of fifty dollars per animal." Mr. Handel noted that this amendment makes two technical corrections. The Board of Selectmen unanimously recommends adoption of both the motion to amend and the main motion.

Mr. Kenneth J. Lavery, Member, addressed this proposal on behalf of the Finance Committee.

Mr. James Allen Scott expressed concern with the online payment method of collection and wondered if a portion of this fine could be put toward improving the online payment process. The Moderator indicated that this was not within the four corners of the article.

Mr. Handel's motion to amend was presented and passed by unanimous vote on a voice vote declared by the Moderator.

ACTION: The main motion, as amended, was presented and carried on a voice vote declared by the Moderator.

VOTED: That the Town vote to amend the General By-Laws by inserting a new Section 3.7.9, Vaccination Requirement, as follows:

"3.7.9 **Vaccination Requirement** Whoever is the owner of a pet (dog or cat or ferret) six months of age or older shall cause such pet (dog or cat or ferret) to be vaccinated against rabies by a licensed veterinarian using a vaccine approved by the Department of Public Health. Such owner shall produce a veterinarian's certificate that such pet (dog or cat or ferret) has been so vaccinated setting forth the date of such vaccination and the duration of immunity, or a notarized letter from a veterinarian that a certification was issued. An exemption from such vaccine may be granted by the Board of Health only upon presentation of a licensed Massachusetts veterinarian's certificate stating that because of an infirmity, other physical condition or regimen of therapy, such inoculation is considered inadvisable for a specified period of time for such reasons as provided in MGL Chapter 140 s.145B.

3.7.9.1 Unvaccinated pets (dogs or cats or ferrets) acquired or brought into the Town shall be vaccinated within thirty days after acquisition or entry into the Town or upon reaching the age of six months, whichever comes later.

3.7.9.2 Pets (dogs or cats or ferrets) shall be re-vaccinated in accordance with rules and regulations adopted and promulgated by the Department of Public Health.

3.7.9.3 Whoever violates this section shall be punished by a fine of not more than one hundred dollars per offense."

ARTICLE 49: REVOKE M.G.L. C. 44 SECTION 53F ½ - RTS ENTERPRISE FUND

To see if the Town of Needham will revoke the provisions of Chapter 44 Section 53F1/2 of the Massachusetts General Laws, ceasing the Solid Waste and Recycling services as an enterprise fund effective fiscal year 2020; or take any other action relative thereto.

Article Information: The Assistant Town Manager/Director of Finance, after consultation with a working group of citizens, has recommended that RTS operations be consolidated into the General Fund in FY2020. There have been growing service demands on the operations of the RTS over the years that do not generate revenue. The continuation of the pay-per-throw program and the elimination of the sticker fee are important components of the Town goal of encouraging greater recycling. The RTS Enterprise Fund has had a growing dependence on the General Fund in order to cover the cost of operations – a trend unlikely to reverse. It is also apparent that enterprise receipts are insufficient to fully fund even the basic infrastructure improvements that have been identified at the facility. The transition is proposed for FY202 in order to allow a smoother transition from Enterprise Fund to General Fund.

MOVED: That the Town of Needham will revoke the provisions of Chapter 44 Section 53F1/2 of the Massachusetts General Laws, ceasing the Solid Waste and Recycling services as an enterprise fund effective fiscal year 2020.

Mr. John A. Bulian, Selectman, addressed this proposal and unanimously recommended adoption on behalf of the Board of Selectmen. He noted that this proposal is to change the current accounting practice.

Ms. Louise L. Miller, member, recommended adoption on behalf of the Finance Committee. She explained that the RTS Enterprise Fund was created twenty years ago to be used solely for the RTS and it is no longer profitable.

ACTION: The main motion was presented and passed by majority vote on a voice vote declared by the Moderator.

ARTICLE 50: HOME RULE PETITION/AMEND TOWN CHARTER

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows;

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 114 of the Acts of 2015 be amended as follows:

1. By striking out the terms "selectmen" and "board of selectmen" wherever they appear and inserting in place thereof the term "select board".

2. In Section 7. Town Meeting Members at Large, by striking out the word "chairmen" and inserting in place thereof the word "chair" and further amend the section by inserting at the end of the second paragraph of said Section 7 the following sentence: "The designation as a town meeting member at large under clause (e) of the first paragraph of this section shall apply to the chair of the elected board as of the tenth day following the annual town election."

3. By striking out Section 16 of the Charter and inserting in place thereof the following section:

"Section 16. Select Board. There shall be a select board for the town consisting of 5 members elected at each annual town election for terms of 3 years. The select board is the entity historically known as the board of selectmen, and possesses all the duties, authorities, and legal rights and responsibilities of the Town of Needham's board of selectmen. The select board shall continue to have and exercise all the powers and duties vested in boards of selectmen by the laws of the commonwealth or by vote of the town, except as otherwise provided herein. For the purposes of the charter and the by-laws of the town, the term "selectmen" or "board of selectmen" shall mean select board.

Members of the select board may be addressed as "select board member," or "board member," "selectwoman," or "selectman."

The select board shall have the general authority to execute the civil defense laws within the town and to make any declaration of emergency required by law."

4. In Section 19, Other Elected Officers, by striking out the words "3 members of the board of health for a term of 3 years" and inserting in place thereof the words "5 members of the board of health for a term of 3 years."

SECTION 2. At the annual town election in 2019 the two additional positions on the board of health shall be placed on the ballot. The candidate receiving the most votes shall be elected for a term of 3 years. The candidate receiving the second most votes will be elected for a term of 2 years. Thereafter each position shall be for a term of 3 years.

SECTION 3. This act shall take effect upon its passage."

Or take any other action relative thereto.

Article Information: There are three facets of this proposed home rule petition: to clarify the designation of Town Meeting Members at large, to transition to gender-neutral language, and to expand the Board of Health from three members to five members. The designation of Town Meeting Member at Large applies to the chair of an elected board other than the Commissioners of Trust Funds. Because the Town election is held prior to the Annual Town Meeting, and the various boards and committees have different traditions as to when they elect a new chair, the proposed language would clarify that the designation as Town Meeting Member at Large will apply to the chair of the elected board as of the tenth day following the election.

The Board of Selectmen adopted a goal to review the Town By-Law and Charter to determine whether there is a need to update the language to eliminate reference to a single gender. The Board held a hearing on the subject of changing the name of the Board from "Board of Selectmen" to "Select Board," and feedback was overwhelmingly positive. The proposed home rule petition would make that change. Finally, the Board of Health has requested an expansion of its membership from three (3) elected members to five (5) elected members. Such an expansion would help Board of Health members plan, discuss, and work collaboratively, augment the available training and professional experience level, and provide more resources and expertise with which to accomplish the Board's mission.

MOVED: That the Town vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows:

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by Chapter 114 of the Acts of 2015 be amended as follows:

1. By striking out the terms "selectmen" and "board of selectmen" wherever they appear and inserting in place thereof the term "select board".

2. In Section 7. Town Meeting Members at Large, by striking out the word "chairmen" and inserting in place thereof the word "chair" and further amend the section by inserting at the end of the second paragraph of said Section 7 the following sentence: "The designation as a town meeting member at large under clause (e) of the first paragraph of this section shall apply to the chair of the elected board as of the tenth day following the annual town election."

3. By striking out Section 16 of the Charter and inserting in place thereof the following section:

"Section 16. Select Board. There shall be a select board for the town consisting of 5 members elected at each annual town election for terms of 3 years. The select board is the entity historically known as the board of selectmen, and possesses all the duties, authorities, and legal rights and responsibilities of the Town of Needham's board of selectmen. The select board shall continue to have and exercise all the powers and duties vested in boards of selectmen by the laws of the commonwealth or by vote of the town, except as otherwise provided herein. For the purposes of the charter and the by-laws of the town, the term "selectmen" or "board of selectmen" shall mean select board.

Members of the select board may be addressed as "select board member," or "board member," "selectwoman," or "selectman."

The select board shall have the general authority to execute the civil defense laws within the town and to make any declaration of emergency required by law."

4. In Section 19, Other Elected Officers, by striking out the words "3 members of the board of health for a term of 3 years" and inserting in place thereof the words "5 members of the board of health for a term of 3 years."

SECTION 2. At the annual town election in 2019 the two additional positions on the board of health shall be placed on the ballot. The candidate receiving the most votes shall be elected for a term of 3 years. The candidate receiving the second most votes will be elected for a term of 2 years. Thereafter each position shall be for a term of 3 years.

SECTION 3. This act shall take effect upon its passage.

Ms. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She explained that there are two sections to this Home Rule Petition to amend the Town Charter. She explained that the first section changes the term "selectmen" and "board of selectmen" to the term "select board" wherever they appear in the Town Charter. Also in Section 7 change the word "chairman" to the word "chair", and add wording at the end so that the designation as a Town Meeting Member-At-Large shall apply to the chair of the elected board as of the tenth day following the annual town election. And finally, in Section 19, increase the number of elected members of the board of health from three members to five members. The Board of Selectmen unanimously recommends adoption of this article.

ACTION: The main motion was presented and carried by unanimous vote on a voice vote.

ARTICLE 51: AMEND GENERAL BY-LAW /STORMWATER

To see if the Town will vote to amend the General By-Laws by inserting a new Article 7 as follows:

"ARTICLE 7

STORMWATER

SECTION 7.1 PURPOSE

The purpose of this By-Law is:

(a) To prevent pollutants from entering the Town of Needham's Municipal Separate Storm Sewer System (MS4);
(b) To prohibit illicit connections and unauthorized discharges to the (MS4) and to require the removal of all such illicit connections;
(c) To comply with state and federal statutes and regulations relating to stormwater discharges, including the NPDES MS4 Permit issued by the U.S. Environmental Protection Agency (EPA), the Massachusetts Stormwater Standards regardless of the location of the subject property relative to wetlands or other resource areas, and the Memorandum of Understanding (MOU) issued to the Town of Needham by the EPA in 1996;
(d) To establish the legal authority to ensure compliance with the provisions of this By-Law through permitting, inspection, monitoring, and enforcement;
(e) To control runoff and prevent soil erosion and sedimentation resulting from construction site stormwater runoff;
(f) To promote infiltration and the recharge of groundwater;
(g) To protect, maintain and enhance the public safety, environment, health, and general welfare by establishing minimum requirements and procedures to manage stormwater runoff, and;
(h) To ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.

SECTION 7.2 DEFINITIONS

For the purposes of this By-Law, the following definitions shall apply:

Alteration: Any activity that will change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Examples include, but are not limited to, construction of new structures, earthmoving, paving, and modification of existing vegetation.

Best Management Practices (BMPs): Structural, non-structural, and managerial techniques that are recognized to be the most effective and practical means to prevent or minimize increases in stormwater volumes and flows, reduce point-source and nonpoint-source pollution, and promote stormwater quality and protection of the environment.

Clean Water Act: The Federal *Water Pollution Control Act* (33 *U.S.C.* §§ 1251 *et seq.*) as it may hereafter be amended, and the Massachusetts Clean Water Act and Regulations.

Construction Site: Any site where activity is proposed or occurs that involves the alteration of land and involves a permit required by the Town.

Development: The alteration of land requiring an application for a building permit; or for a permit from the Planning Board, Board of Appeals, or Conservation Commission.

Illicit Connection: A surface or subsurface drain or conveyance that allows a discharge into the MS4 that is not entirely composed of stormwater or clean groundwater, including any connection from an indoor drain, sink, toilet, or laundry facility.

Illicit Discharge: Any direct or indirect discharge to the MS4 or the Waters of the Commonwealth that is not composed entirely of stormwater or clean groundwater, including, without limitation, any discharge of a pollutant, sewage, process wastewater, or wash water, except as exempted. The term does not include a discharge in compliance with a NPDES Stormwater Discharge Permit or a Surface Water Discharge Permit.

Impervious Surface: Any material or structure on, above or below the ground that prevents water from infiltrating through to the underlying soil. Impervious surfaces may include, without limitation: paved surfaces, parking lots, sidewalks, driveways, roof tops and swimming pools.

MOU: Memorandum of Understanding issued to the Town of Needham by the EPA in June 1996.

MS4 (Municipal Separate Storm Sewer System): The system of conveyances, owned or operated by the Town of Needham, that is designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swale, culvert, channel, catch basin, outfall, outlet, reservoir, or other drainage structure.

National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit: A permit issued by the United States Environmental Protection Agency or jointly with the state that authorizes the discharge of stormwater containing pollutants into waters of the United States.

New Construction – Construction or replacement of a structure, house or building which requires a Building Permit or construction/reconstruction of a parking lot requiring Planning Board or Board of Appeals approval.

Non-point Source Pollution: Rainfall or snowmelt that picks up pollutants as it moves across the ground.

Non-stormwater Discharge: A discharge that is not composed entirely of stormwater, such as sanitary waste or process water.

Operation and Maintenance (O&M) Plan: A plan setting the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

Person: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political

subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

Plot Plan: The plan that accompanies an application for a Building Permit.

Point Source: Any discernible, confined and discrete conveyance, including, without limitation, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft, from which pollutants are or may be discharged. The term does not include agricultural stormwater discharges and return flows from irrigated agriculture.

Pollutant: Any element or characteristic of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into Needham's MS4 or waters of the Commonwealth. Pollutants shall include, but are not limited to:

(a) Paints, varnishes, and solvents;
(b) Oil and other automotive fluids;
(c) Non-hazardous liquid and solid wastes and yard wastes;
(d) Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, accumulations and floatables;
(e) Excess pesticides, herbicides, and fertilizers;
(f) Hazardous materials and wastes;
(g) Sewage, fecal coliform and pathogens;
(h) Dissolved and particulate metals or nonmetals, including phosphorus;
(i) Animal wastes;
(j) Rock, sand, salt, silt, soils;
(k) Construction wastes and residues; and
(l) Noxious or offensive matter of any kind.

Recharge: The process by which groundwater and the underlying aquifer is replenished by the absorption of water.

Runoff: The water from rain, snowmelt or irrigation that flows over the land surface and is not absorbed into the ground, instead flowing into the MS4 or streams or other surface waters or land depressions.

Sanitary Sewer System: A separate underground conveyance system specifically for transporting sanitary waste operated separately and independently from the MS4, to which storm, surface, and ground waters are not lawfully admitted.

Small Diameter Drain Program: A Town of Needham Program allowing the extension of the Town's drainage system (MS4) by a series of 6 inch, 8 inch and 10 inch drain pipes used to collect roof drains and clean sump pump discharges.

Stormwater: Water originating from rainfall, and snow/ice melt runoff.

Stormwater Management: The use of structural or non-structural practices that are designed to reduce and control stormwater runoff pollutant loads, discharge volumes or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

Watershed Management Plan: The plan developed for the Town of Needham subdividing watershed areas within the Town and depicting drainable soil areas appropriate for infiltration/recharge.

Waters of the Commonwealth: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

SECTION 7.3 ADMINISTRATION

7.3.1 The Board of Selectmen shall adopt, and may periodically amend, Rules and Regulations to effectuate the purposes of this By-Law, after conducting a public hearing to receive Public comment.

7.3.2 The Department of Public Works shall be responsible for the day-to-day administration of this By-Law and its Regulations.

7.3.3 The Department of Public Works shall have the authority to investigate suspected illicit discharges and to require the elimination of illicit discharges.

SECTION 7.4 APPLICABILITY

7.4.1 All persons required to obtain a Building Permit for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) shall be subject to the requirements of this Bylaw. All persons required to obtain Planning Board approval for a Site Plan or a Subdivision and/or a Board of Appeals Decision for new construction, additions greater than 25% of the existing building footprint, in-ground pool, or out building (such as a separate Garage) are also subject to the requirements of this Bylaw.

7.4.2 All applications requiring Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval whether the issuance of a Building Permit is required or not shall include the Stormwater Management and Erosion Control provisions in the applications to the respective boards for their review and approval prior to the issuance of a Building Permit, or any development activity. The Department of Public Works shall participate in the review process and make recommendations to the Planning Board, Zoning Board of Appeals, and/or Conservation Commission as needed.

7.4.3 The applicant, or an agent thereof, shall obtain the approval of the Director of Public Works prior to any change or modification of an activity associated with the Stormwater Management and Erosion Control provisions of the Building Permit. The Director of Public Works shall approve or reject the change or modification in writing on the plot plan submitted within one (1) week of the receipt of such change or modification. In circumstances where Planning Board, Zoning Board of Appeals, and/or Conservation Commission approval is required prior to the issuance of a Building Permit or development activity, the respective Board or Commission's approval shall be obtained prior to any change or modification. The Director of Public Works, Planning Board, Zoning Board of Appeals, and/or Conservation Commission shall amend their original approvals and require additional stormwater runoff and erosion control measures prior to approval of the change or modification.

SECTION 7.5 ILLICIT DISCHARGE, DETECTION & ELIMINATION (IDDE)

7.5.1 Prohibited Activities

7.5.1.1 Illicit Discharges No person shall cause or allow an illicit discharge into the MS4 or into the Waters of the Commonwealth. This By-Law shall not exempt stormwater discharges from regulations under the National Pollutant Discharge Elimination System (NPDES) stormwater program where applicable.

7.5.1.2 Illicit Connections No person shall construct, use, allow, maintain or continue any Illicit Connection, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

7.5.1.3 Obstruction of Municipal Storm Drain System No person shall obstruct or interfere with the normal flow of stormwater into or out of the MS4 without prior written approval from the Director of Public Works.

7.5.2 Regulated Activities

7.5.2.1 No person shall connect a pipe or other appurtenance to the Town of Needham Sanitary Sewer System or the MS4, or otherwise perform any modification, repair, rehabilitation, or replacement work on either system, without receiving an approved Sewer Connection Permit or Drainage Connection Permit from the Department of Public Works.

7.5.2.2 No person shall allow a pipe, swale or other point source to discharge onto a Public Way.

7.5.3 Exemptions The following Non-Stormwater Discharges are exempt from the requirements of this By-Law:

(a) Water line flushing;
(b) Landscape irrigation;
(c) Diverted stream flows;
(d) Rising ground waters,
(e) Uncontaminated ground water (groundwater that is free of pollutants);
(f) Discharges from potable water sources;
(g) Air conditioning condensation;
(h) Lawn watering;
(i) Flows from wetland resource areas;
(j) Discharges or flows from firefighting activities; and
(k) Discharges necessary to protect public health, safety, welfare or the environment.

SECTION 7.6 EMERGENCY SUSPENSION OF STORM DRAIN SYSTEM ACCESS

The Director of Public Works may suspend MS4 access to any person or property without prior written notice when such suspension is determined to be necessary to prevent or terminate a threatened or actual discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event that any person fails to comply with an emergency suspension order issued pursuant to this section, the Department of Public Works may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

SECTION 7.7 STORMWATER MANAGEMENT AND EROSION CONTROL

7.7.1 Regulated Activities

7.7.1.1 Any activity requiring a Building Permit for new construction, addition greater than 25% of the existing building footprint, in-ground pool, or out building shall be subject to the requirements of this Bylaw.

7.7.1.2 A Stormwater Management and Erosion Control plan shall be required prior to undertaking any alteration of land that requires a Building Permit, Planning Board Decision, Zoning Board of Appeals Decision, and/or Conservation Commission Permit or Order.

7.7.2 Exempt Activities The following activities shall be exempt from this By-Law:

(a) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this By-Law;
(b) Use of land for the primary purpose of agriculture, horticulture, floriculture, or viticulture, or the use, expansion, or reconstruction of existing structures for the primary purpose of agriculture, horticulture, floriculture, or viticulture, to the extent protected under the *Zoning Act, M.G.L.* c. 40A, § 3;
(c) Customary cemetery management;
(d) Normal maintenance of Town-owned public land, ways, public utilities and appurtenances; and
(e) Emergency activities necessary to protect public health or safety.

7.7.3 General Requirements

7.7.3.1 A Stormwater Management and Erosion Control plan shall be submitted as part of a Building Plot Plan or independently with an application for a Building Permit, Planning Board application, Zoning Board of Appeals application, Conservation Commission application, and/or prior to any development activity.

7.7.3.2 The Stormwater Management and Erosion Control plan shall include provisions for a siltation/sedimentation barrier, stormwater recharge, stormwater runoff quality controls, and other structural and non-structural Best Management Practices to increase groundwater recharge and remove pollutants from stormwater. The Plan shall show an infiltration system with a minimum combined volumetric capacity of one (1) inch of rainfall depth over the total impervious area of the property (buildings and impervious surfaces).

7.7.3.3 As one option to satisfy Sections 7.7.3.1 and 7.7.3.2, for residential and commercial development with 4,000 square feet of impervious area or less, a Standard Infiltration Method (SIM) may be utilized consisting of the installation of drywells at one or more corners of the main dwelling/building to collect the roof runoff from the structure.

7.7.3.4 If drywells cannot be installed due to unsuitable soil type as identified on the town's Watershed Management Plan or due to shallow depth to groundwater, a small diameter drain shall be extended from the Town's stormwater drainage system (MS4) down gradient of the property to the property to collect the roof runoff from the main dwelling. If there is no portion of a drainage system within 100 feet of the property, the property owner shall contribute to a fund for the Town to construct a communal infiltration system on Town property. The contribution shall be an amount as determined by the Board of Selectmen per cubic foot of stormwater required to be recharged as described above.

7.7.3.5 An Operation and Maintenance Plan (O&M Plan) shall be submitted to the Director of Public Works for approval with the application for a Building Permit, Planning Board application,

Board of Appeals application, or Conservation Commission application pursuant to this bylaw.. The Operation and Maintenance Plan shall be designed to ensure compliance with this By-Law in all seasons and throughout the life of the system. The O&M Plan shall be signed by the property owner.

7.7.3.6 Except as provided for in Section 7.7.3.3, as-built drawings stamped by a Massachusetts Registered Professional Engineer showing all stormwater management systems shall accompany the ss-built Plot Plan at the completion of a project.

7.7.4 Design Criteria All Development shall satisfy the following design criteria:

(a) Compliance with all applicable provisions of the Massachusetts Stormwater Standards issued in 1996 as amended, regardless of the proximity of the development to resource areas or their buffer zones, as defined by the *Wetlands Protection Act, M.G.L.* c. 131, § 40 and its implementing regulations.

(b) Compliance with the NPDES MS4 Permit Number M041237 approved September 2003, as amended.

(c) Compliance with the MOU issued to the Town by the EPA in June 1996 as amended through January 2001.

(d) Erosion and sediment controls must be implemented to prevent adverse impacts caused by the discharge of silt or sediment to municipal and/or abutting properties during and after land disturbance and construction activities.

(e) There shall be no change to the existing conditions of abutting properties from any increase in volume or peak rate of stormwater runoff or from erosion, silting, flooding, sedimentation or impacts to wetlands and other resource areas as defined in the Massachusetts Wetlands Protection Act and/or Needham Wetlands Protection By-Law.

(f) When any proposed discharge may have an impact upon streams, wetlands and/or storm sewers, the Director of Public Works may require minimization or elimination of this impact based on site conditions and existing stormwater system capacity.

SECTION 7.8 MAINTENANCE OF STORMWATER FACILITIES

[Reserved]

SECTION 7.9 SEVERABILITY

If any provision of this Article shall be found invalid for any reason in a court of competent jurisdiction, such invalidity shall be construed as narrowly as possible, and the balance of the Article shall be deemed to be amended to the minimum extent necessary, so as to secure the purposes thereof.

SECTION 7.10 ENFORCEMENT

The Department of P ublic Works shall enforce this By-Law, and any regulations, orders, violation notices, and enforcement orders made pursuant to this By-Law as follows:

7.10.1 The Director of Public Works may issue a written order to enforce the provisions of this By-Law or the regulations thereunder, which may include (but are not limited to) an order to:

(a) eliminate illicit connections or discharges to the MS4;

(b) perform monitoring, analyses, and reporting;

(c) cease and desist unlawful discharges, practices, or operations; and

(d) remediate contamination in connection therewith.

7.10.2 If the Director of Public Works determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, it shall be a violation of this By-Law and the Director of Public Works may, at his or her option, authorize such work.

7.10.3 Any person or entity aggrieved by a decision of the Director of Public Works under this provision of this Stormwater By-Law may submit a letter of appeal to the Board of Selectmen who may affirm, amend, or overrule that decision.

7.10.4 If a person violates the provisions of this By-Law, or any regulation, permit, notice, or order issued thereunder, the Director of Public Works, with the approval of the Board of Selectmen, may seek injunctive relief in a court of competent jurisdiction to restrain such person from activities that would create further violations or to compel the person to perform abatement or remediation of the violation.

7.10.5 The remedies set forth in this Section are not intended to be exclusive of any other remedies available under applicable federal, state, or local law."

7.11 EFFECTIVE DATE

This Stormwater By-Law shall be effective on October 1, 2018."

Or take any other action relative thereto.

Article Information: In June 1996, the Town of Needham entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) agreeing to undertake a cleanup of its stormwater discharges into the Charles River. In May 2000, the Town agreed to incorporate the comments from the EPA and its consultant, the Center for Watershed Protection, into its Stormwater Management Plan. The Center for Watershed Protection recommended that all building permits receive approval from the DPW to ensure proper handling of stormwater and that the Town adopt stormwater regulations, similar to DEP Stormwater Regulations, to improve water quality throughout the Town.

In July 2003, the Environmental Protection Agency (EPA) finalized its National Pollutant Discharge Elimination System (NPDES) Phase II regulations for stormwater. The regulations required municipalities with separate storm sewer systems (MS4s) to improve stormwater quality within all urbanized areas to the Maximum Extent Practicable (MEP). It also required municipalities to obtain a permit from the EPA (administered in conjunction with the MA DEP) to allow stormwater discharges into the "Waters of the Commonwealth." The 2003 regulations specified that a bylaw or other regulatory mechanism be adopted by the Town to provide the authority to enforce the 2003 regulations. For the initial five (5) year permit period, the Town elected to utilize existing regulatory mechanisms that had already been established and routinely exercised.

In 2016, the EPA revised the NPDES Phase II regulations for stormwater. The new 2016 regulations require municipalities to undertake substantial efforts to further clean stormwater prior to its discharge into wetlands, streams, ponds, and other resource areas by meeting certain Water Quality Standards (WQS) and Total Maximum Daily Loads (TMDLs). One of the requirements in the 2016 regulations mandates that municipalities create a Stormwater By-Law that, at a minimum, addresses the following areas of concern (termed "minimum control measures"): Illicit Discharge, Detection and Elimination, Construction/Erosion and Sediment Control, and Post-Construction Stormwater Management.

The Illicit Discharge, Detection and Elimination minimum control measure involves searching, documenting and removing sanitary sewer connections to the Town's stormwater drainage system. This is an ongoing monitoring program of investigation through the use of closed circuit television cameras and stormwater sampling to detect, document and remove sanitary sewage from the stormwater discharging into resource areas in Needham.

The Construction/Erosion and Sediment Control minimum control measure involves the creation of a set of requirements to ensure that construction sites resulting in an area equal to or greater than one acre of land disturbance are well-maintained and are kept in a neat and clean manner. It also involves requirements designed to prevent, minimize or eliminate sediments from leaving the construction area, and stipulates minimum inspection criteria and documentation standards.

The Post-Construction Stormwater Management minimum control measure involves the creation of a set of requirements to reduce the discharge of pollutants found in stormwater through the retention or treatment of stormwater after construction on new or redeveloped sites equal to or greater than one acre of land disturbance.

The 2016 NPDES Regulations also identified Needham as one of the communities required to meet phosphorus and pathogen TMDLs within 20 years of the regulation's effective date (July 1, 2018). The requirement mandates that the Town reduce its phosphorus load by forty-five percent (45%). A Phosphorus Control Plan is required to be submitted in three phases over a fifteen year period with the first phase due within five years of the effective date. The Department of Public Works and its consultant have determined that the 20 year control plan and implementation period is not "practicable" and have instead proposed a 40 year implementation plan based on the current rate of building permit applications meeting certain construction criteria. In order to implement the plan, drywells will need to be included in plans for certain building permit applications.

The proposed Phosphorus Control Plan will allow the Town to reduce its phosphorus discharges at the pace of development, and will substantially reduce the cost of implementation. The drywell method selected will also reduce pathogens and will have the consequential effect of substantially reducing the volume of stormwater entering the Town's drainage system, thereby reducing flooding on Town streets.

Article 51 was withdrawn earlier on May 7, 2018.

ARTICLE 52: AMEND GENERAL BY-LAW / NON-CRIMINAL DISPOSITION

To see if the Town will vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

   "U. Vaccination Requirements (Section 3.7.9)
   Enforcement Agent: Animal Control Officer
   Fine Schedule: $50 per offense."

2. Inserting a new Section 8.2.2.9 Stormwater Regulation (Article 7) as follows:

   " **8.2.2.9 Stormwater Regulation (Article 7)**
   Enforcement Agent: Director of Public Works, Town Engineer
   Fine Schedule
   First Offense - $0
   Second Offense – failure to cure offense within 15 days' of notice of first offense - $50 - each day being a separate offense.
   Subsequent Offences – failure to cure within 15 days' notice of second offense - $100 - each day being a separate offense."

Or take any other action relative thereto.

Article Information: This article will amend the non-criminal disposition schedule to include animal vaccinations and stormwater regulations in the event that Town Meeting approves the General By-Law revisions contained in articles 48 and 51 of this warrant.

MOVED: That the Town vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

   "U. Vaccination Requirements (Section 3.7.9)
   Enforcement Agent: Animal Control Officer
   Fine Schedule: $50 per offense."

2. Inserting a new Section 8.2.2.9 Stormwater Regulation (Article 7) as follows:

   " **8.2.2.9 Stormwater Regulation (Article 7)**
   Enforcement Agent: Director of Public Works, Town Engineer
   Fine Schedule
   First Offense - $0
   Second Offense – failure to cure offense within 15 days' of notice of first offense - $50 - each day being a separate offense.
   Subsequent Offenses – failure to cure within 15 days' notice of second offense - $100 - each day being a separate offense."

Mr. Handel offered the following motion to amend: that the main motion under Article 52 be amended by deleting section 2.

Mr. Maurice Handel, Selectman, addressed this article on behalf of the Board of Selectmen. He explained that this section is being deleted because the Stormwater regulation under Article 7 was withdrawn.

Mr. Richard J. Lunetta, member, unanimously recommended adoption on behalf of the Finance Committee.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried by unanimous vote on a voice vote.

VOTED: That the Town vote to amend the General By-Laws by:

1. Inserting in Section 8.2.2.4 a new subsection "U" as follows:

"U. Vaccination Requirements (Section 3.7.9)
Enforcement Agent: Animal Control Officer
Fine Schedule: $50 per offense."

ARTICLE 53: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

Under Article 53 the following resolution was offered by Mr. David J. Escalante:

A RESOLUTION
MAY 14, 2018

WHEREAS Town Meeting Members typically waive the reading of the Warrant in its entirety, and

WHEREAS Town Meeting allots time for proponents of Articles and Town Boards to present their opinion on a given article that is under consideration,

BE IT RESOLVED, that the 2018 Needham Town Meeting requests that proponents and Boards cease using their allotted presentation time to simply read to the assembled Town Meeting the "Article Information:" that is printed in the Warrant.

Mr. Escalante suggested that proponents and boards could make better use of their time.

Mr. Daniel P. Matthews, Chairman, Board of Selectmen, advised that boards try to make remarks short and succinct and suggested that they will try to do a better job in the future.

Mr. Escalante's resolution was presented, but it failed to pass on a voice vote declared by the Moderator.

The moderator declared Article 53 disposed of.

The Moderator then thanked Pat Thornton and the custodial staff, the Building Monitor Chandler Perkinson, Marshals Steven Jacques and William McCarthy, pages Lily Pendergast and Kim Parsons. He thanked the Finance Committee and all the volunteers for their hard work during the year. He thanked the Finance Committee's Executive Secretary, Louise Mizgerd and Kenneth J. Lavery who is retiring from his position on the Finance Committee. He thanked our State Representative, Denise C. Garlick, for attending our Town Meetings. He also thanked the Town Manager, town employees and School employees, the Town Clerk and her staff, and all Town Meeting Members.

At 11:45 P.M. Mr. Daniel P. Matthews on behalf of the Board of Selectmen moved to dissolve the Annual Town Meeting in memory of Betsy Ann Tedoldi with the following Resolution:

THE FOLLOWING RESOLUTION

was offered

In memory of Betsy Ann Tedoldi

WHEREAS: Betsy Ann (McCurran) Tedoldi was born in Xenia, Ohio, graduated from Xenia High School, and then moved to Waban, Massachusetts with her parents. She attended Lasell College and Bryant and Stratton Business College, and also studied early childhood, receiving an O.F.C. certificate; and

WHEREAS: In 1956, Betsy married William "Bill" Tedoldi, her husband of 61 years. They resided in Needham, first on Mark Lee Road and then on High Street, where they raised their four children: James, Michael, Susan and Mary Kate, all of whom are graduates of Needham High School. Betsy and Bill were the proud grand-parents of eight grandchildren and two great-grandchildren; and

WHEREAS: Betsy, widely known as "Mrs. T", was a pre-school teacher from 1967 to 1978. She operated a gourmet cheese and coffee shop on Chestnut Street called "Cheese Etc." from 1979 to 1989, and served as a legislative aide to State Representative Ellen Canavan from 1987 to 1989. In 1978, Betsy obtained her Real Estate Broker's License, and was a successful and well respected real estate agent for more than twenty years; and

WHEREAS: Betsy was an avid knitter, and a dedicated member of a gourmet club and book club. She was a member of the Needham Business Association, serving as

president from 1985 to 1987, and was a founder of the famous "NBA Souper Bowl"; and

WHEREAS: Betsy served on the Community Center Study Committee, was a member of the Council on Aging for twenty years, serving as chairman for three of those years, and was a Town Meeting Member from 1987 – 2010.

NOW THEREFORE, be it resolved by this body that the 2018 Annual Town Meeting be dissolved in honor of the civic and community contributions of Betsy Tedoldi to the Town of Needham.

ACTION: At 11:45 P.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

* * * * *

Town of Needham, MA

ANNUAL TOWN REPORT

1711—2018

***COVER**: Photograph of the Blue Tree located in Needham Common. This tree was planted in spring of 2015 and continues to serve and provide enjoyment to area residents each year. Photo courtesy of Alison Borrelli Photography, https://alisonborrelliphotography.zenfolio.com/*

***BACK COVER**: Needham's first Blue Tree was a 30 caliper, 70 foot tall Sugar Maple located on the Town Common. The first lighting was on December 3, 1954. The tree had 4,000 blue bulbs. The New York City flights used to fly over Needham and point out the tree to their passengers, and people came for miles around to see the tree. Unfortunately the tree failed after many years and was replaced. The last year this particular tree was lit was in December 2014. (courtesy of Louise Condon)*

Additional photos throughout this report which capture the many glimpses of Needham at work and at play are courtesy of Allyssa Jewell from the Department of Public Works/Administration, the staff in the Town Manager's Office and Needham resident Gary DeMaria.

This 2018 Annual Town Report is dedicated to Louise Condon.

Louise Vincenza Hassan Condon was born in Pawtucket, Rhode Island. The youngest female of four children, Louise has one brother and two sisters. While in High School, Louise represented Pawtucket High School in the Voice of America Contest, where she tied for first place with her future husband, Frank Condon, who was representing a different school. Frank describes the event as "Louise won the contest, but Frank got the prize!". After attending the Rhode Island College of Education, Louise and Frank were married in 1956. Frank's job at Westinghouse required a transfer to Ohio where they lived for eight years: four years in Mansfield and four years in Columbus. Louise took a job teaching third grade. Her Boston/Rhode Island accent kept her co-workers entertained and they found many ways for Louise to use the words "car" and "yard".

While living in Ohio, Louise and Frank started their family and Louise began her long-time connection of giving back to the community by volunteering to help with her children's extra-curricular activities. After another transfer in Frank's job, the family moved to Stanford, Connecticut, where they lived for four years and continued growing their family. In 1968, Frank left Westinghouse and went to work for an investment company in Boston. Settling in their first home in Needham on Hazelton Avenue was an easy choice because of Needham's transportation options and proximity to Boston and Rhode Island. After raising her family of seven children: Louanne, Pamela, Maura, Frank III, Raymond, Brian and Sean on Hazelton Avenue, Louise and Frank downsized to a townhouse at The Highlands on Oakland Avenue. Louise became president of the Trustees of the Highlands and served for seven years. With 17 grandchildren, the townhouse proved to be a bit small and Louise and Frank bought their fixer upper home on Tamarack Lane and have never left.

While her children were in college, Louise wanted to help out the family. She discovered that school teachers were not in demand, so she took a real estate course with a neighbor at the High School. In 1978, Louise passed the real estate brokers test. She began her real estate career at Needham Realty in September 1978. Louise's knowledge and adeptness in the industry allowed her to help many other female real estate professionals in the evening at her home. She was advised to open her own business and in 1985, Louise Condon Realty opened at 399 Chestnut Street. In 2017, Louise rescued the building from being sold and became the property's landlady.

Condon Realty became a member of the Needham Business Association in 1985, where Louise served as president several times. She was a founding director of the Needham Education Foundation and brought the Spelling Bee to Town. She was a member of the Needham Women's Republican Club. She was a member of the Needham Rotary, VNA Board, the Realty Guild of Massachusetts and the BID-Needham Board of Advisors. She served on many committees for the Greater Boston Real Estate Board and was past president of the Board. Louise has been a Girl Scout Leader, Director of the Girl Scout Camp Malcolm, a Cub Scouts Leader and has been and continues today to be a CCD teacher for St. Bartholomew's Church since 1970. She was also a very active member, serving on the Board of Directors and serving as

President twice for the Needham Community Council. Louise made her dancing debut with her partner Bill Dermody as a contestant at the first Dancing with the Needham Stars.

Louise was a member to the Fair Housing Committee from 1990 – 1994 and a member to the Economic Development Advisory Committee from 1998 – 2006. With raising a large family, Louise decided that evening meetings were not an option for her, hence forgoing Town Meeting and other civic groups.

One cannot write about Louise Condon without mentioning Needham's Blue Tree. In 1974, the Select Board asked the Needham Business Association to assume the responsibility to fund and arrange the Blue Tree Lighting event. Louise has spearheaded the fundraising efforts and event details each year to ensure that this tradition continues.

Louise states that her life and service in Needham has been fun, always enjoyed her experiences and has fulfilled her passion and commitment for helping others. She says that Needham is a welcoming Town. People settle here because of the schools, ease of transportation, easy access to highways and is a friendly, welcoming community.

2018 ANNUAL REPORT TOWN OF NEEDHAM

TABLE OF CONTENTS	Page
Message from Board of Selectmen	1
Community Profile	2
GENERAL GOVERNMENT	
Town Clerk / Board of Registrars	3
Board of Selectmen / Town Manager	9
Commissioner of Trust Funds	15
Department of Finance	16
Finance Committee	26
Legal Department	32
Moderator	33
Needham Contributory Retirement System	34
PLANNING & COMMUNITY DEVELOPMENT	
Conservation Commission	36
Council of Economic Advisors	40
Planning Board	42
Zoning Board of Appeals	49
PUBLIC SAFETY	
Building Department	52
Fire Department	53
Police Department	55
EDUCATION	
Minuteman High School	59
Needham Public Schools	62
HEALTH & HUMAN SERVICES	
Aging Services Division	64
Health Division	68
Veterans Services Division	75
Youth and Family Services Division	78
PUBLIC WORKS	
Public Works Department	82
BUILDING DESIGN & CONSTRUCTION	
Building Design & Construction Department	87

TABLE OF CONTENTS	Page
COMMUNITY SERVICES	
Commission on Disabilities	97
Community Preservation Committee	100
Needham Golf Club Advisory Committee	101
Human Rights Committee	102
Historical Commission	112
Needham Free Public Library	113
Needham Housing Authority	119
Park and Recreation Commission	123
Traffic Management Advisory Committee	127
OTHER	
Norfolk County Registry of Deeds	129
Metropolitan Area Planning Council (MAPC)	132
Three Rivers Interlocal Council (TRIC)	141
Norfolk County Mosquito Control District	144
Inner Core Committee	145
TOWN OFFICIALS	148
REPRENTATIVE TOWN MEETING/TOWN MEETING MEMBERS	164
TOWN OF NEEDHAM RETIREE INFORMATION	186
IN MEMORIAM	187
APPENDICES	
General Fund Balance Sheet	A-1
Total Government Funds – Combined Balance Sheet	A-2
Total Government Funds – Statement of Revenues, Expenses & Changes in Fund Balances	A-3
Enterprise Funds – Statement of Net Position	A-4
Enterprise Funds – Statement of Revenues, Expenses & Changes in Net Position	A-6
Enterprise Funds – Statement of Cash Flows	A-7
Trust Funds	A-9
General Fund – Statement of Budget Appropriations and Expenditures	A-12
Solid Waste Enterprise Fund – Statement of Budget Appropriations & Expenditures	A-18
Water Enterprise Fund – Statement of Budget Appropriations & Expenditures	A-19
Tax Rate Recapitulation	A-20

A Message from the Select Board

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2018.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2020 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2020-2024 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2020 through 2024. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2020 – 2024 Capital Improvement Plan is also available on the Town's website. The warrant for the 2019 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2020. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Select Board should send a letter of interest to the Select Board's Office at Town Hall or visit www.needhamma.gov/committeevacancy.

Town of Needham Community Profile

Name: Town of Needham

Incorporated: 1711

Total Area: 12.61

Elevation: The low elevation is 68 feet above sea level and the high is 298 feet above sea level.

Road Miles: 138

County: Norfolk

Population: 28,886 (2010 census)

Form of Government:
Representative Town Meeting

School Structure: K-12

FY2019 Tax Rate:
$12.39 Residential
$24.42 Commercial

FY2019 Average Single Family Home Value: $920,256

FY2019 Average Single Family Home Tax Bill: $11,402

Coordinates:
42° 16' 52" N 71° 14' 11" W

Town Hall Address:
1471 Highland Avenue
Needham, MA 02492

Website: www.needhamma.gov

Facebook: Town of Needham

Twitter: @TownofNeedham

The **Town of Needham** is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Asst. Town Clerk
Sharon L. Tedesco, Dept. Specialist
Kevin T. Pendergast, Dept. Asst.
Joyce M. Carlezon, Part-time
Lorraine M. Lederhos, Part-time
Mary T. Hunt, Part-time

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the public as well as local, state and federal governments. The Town Clerk is also the Chief Records Access Officer under the new Public Records Law effective January 1, 2017. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, Burial Agent, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. The State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law, instructions on how to complete the mandatory online training requirements biannually, and The Open Meeting Law. Part of this legislation, the revision of the Open Meeting Law, requires municipal clerks to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of close to 32,000 residents!

The Town Clerk's Office is often considered the core of local government serving as the central information point for residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. The Needham Town Manager's Office has taken over this process as a service to our residents.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on the first Monday in May per Needham's Town Charter. Fiscal Year 2018 was a much quieter period in the Town Clerk's Office with only one election this Fiscal Year instead of four elections in Fiscal Year 2017. A Special Fall Town Meeting was held on Monday October 2, 2017 and the Annual Town Election on Tuesday, April 10, 2018 plus the Annual Town Meeting

and the Special Town Meeting in May. The following is a comparison of the number of elections and town meetings in Fiscal Year 2017 and 2018:

FISCAL YEAR 2017

- State Primary – Thursday, September 8, 2016
- Special Minuteman Election – Tuesday, September 20, 2016
- Special Town Meeting – Wednesday, October 5, 2017
- State Election – Tuesday, November 8, 2016
- Annual Town Election – Tuesday, April 11, 2017
- Annual Town Meeting – Monday, May 1, 2017
- Special Town Meeting – Monday, May 8, 2017

FISCAL YEAR 2018

- Special Town Meeting – Monday, October 2, 2017
- Annual Town Election – Tuesday, April 10, 2018
- Annual Town Meeting – Monday, May 2, 2018
- Special Town Meeting – Monday, May 14, 2018

The Special Town Meeting of October 2, 2017 disposed of 16 articles in one session. The Annual Town Election for the election of Town Officers and Town Meeting Members had a total of 2,834 votes or a turnout of 13.59% of the 20,589 registered voters (or 12.89% of both Active and Inactive Voters – 21,987). The Annual Town Meeting beginning May 2, 2018 disposed of 53 articles in four sessions; and the Special Town Meeting of May 14, 2018 held within the Annual Town Meeting disposed of 13 articles.

FY2018 HIGHLIGHTS

During the summer of 2018 Sharon Tedesco retired to spend more time with her grandchildren. While she comes in occasionally to help with Elections and Dogs, we have a new Department Specialist – Maria Papantoniou – joining us from the Youth Department. She is a welcome addition and we still get to see Sharon.

The statewide vital records electronic birth program became a reality in 2011 and is working extremely well. The State Department of Vital Statistics continues to add birth records to the system currently dating back to 1950's. With the new statewide electronic death module going 'live" as of September 1, 2014, the Board of Health turned over the designation of burial agent to the Town Clerk in November 2014. This has made the new electronic death system more efficient and effective. We would love to see the third vitals package become live – marriage intentions and certificates. This has really modernized the vital records program statewide and is beneficial to all involved.

The Special Town Meeting of October 2, 2017 approved one General and two zoning By-Law amendments. The Annual Town Meeting approved seven Zoning By-Law amendments. Under Article 15 Town Meeting approved the FY2018 Operating Budget in the amount of $152,704,148. Total appropriations including the Fiscal Year 2018 Operating Budget approved

at the Annual Town Meeting totaled $187,045,251. The General and Zoning By-law amendments of all Town Meetings were subsequently approved by the Attorney General.
The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Births to Residents:						
7/1/17 - 12/31/17	133	125	140	128	141	126
1/1/18 - 6/30/18	131	115	123	117	134	153
Total Births:	**264**	**240**	**263**	**245**	**275**	**279**
Deaths: Residents						
7/1/17 - 12/31/17	112	125	124	102	116	112
1/1/18 - 6/30/18	145	163	155	139	134	113
Residents:	**257**	**288**	**279**	**241**	**250**	**225**
Deaths: Non-Residents						
7/1/17 - 12/31/17	154	148	152	141	143	85
1/1/18 - 6/30/18	138	154	154	121	123	117
Non-Residents:	**292**	**302**	**306**	**262**	**266**	**222**
Total Deaths:	**549**	**590**	**585**	**503**	**516**	**447**
Marriages:						
7/1/17 - 12/31/17	58	51	52	46	45	49
1/1/18 - 6/30/18	22	43	17	17	44	33
Total Marriages:	**80**	**94**	**69**	**63**	**89**	**82**

Dog Licenses Issued: 7/1/17- 6/30/18	FY18	FY17	FY16	FY15	FY14	FY13
* Male & Female Dogs @ $25	193	171	205	192	193	145
* Spayed & Neutered Dogs @ $20	2,710	2,842	3062	2598	2782	2552
* Kennels @ $ 50	2	5	7	8	42	43
* Kennels @ $ 75	2	3	2	3	9	8
* Kennels @ $150.	1	0	1	0	0	0
Hearing Dogs - No Charge	0	0	0	0	2	0
Seeing Eye Dogs - No Charge	2	2	2	2	0	1
Transfers @ $1.00	4	6	7	5	0	7
Prior Years' Licenses (32 @ $20)	43	20	32	7	0	0
Prior Years' Licenses (2 @ $25)	3	2	2	0	9	0
Prior Years' Licenses (0 @ $10)	0	0	0	19	67	17
Replacement Licenses (27 @ $1.00)	26	22	27	24	19	21
TOTAL	**2986**	**3073**	**3345**	**2856**	**3123**	**2794**

* The Board of Selectmen voted to increase the dog license fees effective January 1, 2014. The new fee is reflected in all five fiscal years.

Fiscal Year Revenues Paid to Town Treasurer

Fiscal Year	2018	2017	2016	2015	2014
General Fees	115,000.70	127,835.10	114,973.90	89,964.85	104,885.10
Liquor Licenses	96,376.07	92,580.00	83,720.00	86,145.00	96,630.00
Other Licenses	27,654.00	24,612.00	21,470.00	23,249.00	24,387.00
Dog Licenses	60,390.00	62,068.00	67,738.00	57,744.00	61,635.00
Sub Total	299,431.77	$307,095.10	$287,901.90	$257,102.85	$287,537.10
Accrued Interest	0	$968.32	0	0	0
Public Record Request	0	$137.50	0	0	0
TOTAL	**$299,431.77**	**$308,200.92**	**$287,901.90**	**$257,102.85**	**$287,537.10**

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 A.M. until 5:00 P.M. Monday through Friday and from 7:30 P.M. to 9:00 P.M. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 P.M. to 9:00 P.M. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Ann M. Cosgrove
Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. Ann M. Cosgrove is the newest member of the Board of Registrars and has quickly become a welcomed member.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents (the Town Census), publication and circulation of the voting and street lists, certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The Board of Selectmen voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. The polling places have been designated as follows:

Precinct A - Center at the Heights
Precinct B - Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Broadmeadow School Performance Ctr
Precinct F - Needham High School - Gymnasium
Precinct G - Needham High School - Gymnasium
Precinct H - Broadmeadow School Performance Ctr
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School – Gymnasium

FY2018 HIGHLIGHTS

Fiscal Year 2018 brought a short respite to the Board of Registrars and Town Clerk's Office. The Board of Registrars conducted one election in Fiscal Year 2018 – the April 10, 2018 Annual Town Election - compared to four elections in Fiscal Year 2017 – the State Primary and the Special Minuteman Election in September, the State Election in November, and the Annual Town Election in April. Voter turnout for the 2018 Annual Town Election was slightly higher than 2017. Government starts at the local level and stronger voter participation is encouraged. Make your voice heard!

Annual Town Election ~ Tuesday, April 10, 2018 ~ 2,834 or 13.59%

The Annual Town Listing of Residents was conducted by mail again this year. 68% returned the census forms over a four month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included with instructions on how to license your dog on the new Online Pet Registration program. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms. Hopefully the return will be even greater in 2019.

Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,880 plus 1,156 inactive voters. The 2018 population for the Town of Needham includes 31,329 residents plus 1,156 inactive voters for total of 32,485. The registered voters were comprised of 7,121 Democrats, 2,310 Republicans, 11,798 Unenrolled, and 181 miscellaneous political designations. 1,156 inactive voters brought the total number of registered voters to 22,036.

ANNUAL TOWN CENSUS POPULATION

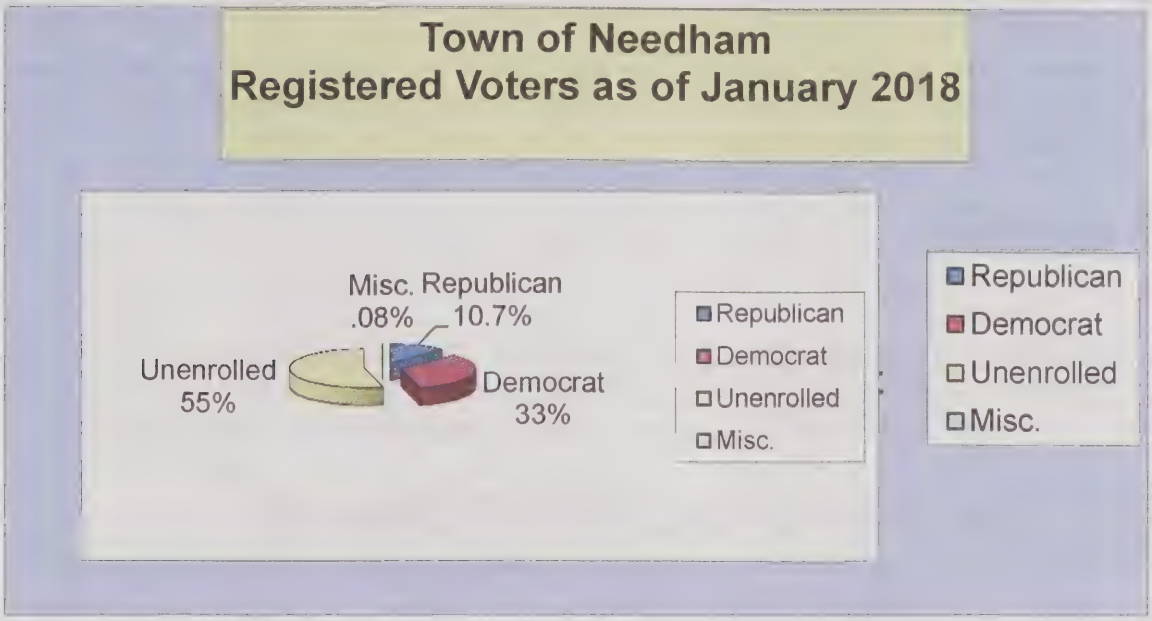
ALL	VOTERS	+ INACTIVE VOTERS	RESIDENTS	* ALL
1990	17,693	-----	28,568	
1991	18,284	-----	28,470	
1992	18,092	-----	28,134	
1993	18,504	-----	28,074	
1994	17,703	-----	28,384	
1995	18,212	-----	28,740	
1996	18,490	-----	29,156	
1997	19,306	-----	29,340	
1998	19,514	-----	29,925	

ALL	VOTERS	+ INACTIVE VOTERS	RESIDENTS	* ALL
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351
2015	20,008	933	30,513	31,446
2016	20,392	1,096	31,189	32,285
2017	20,939	900	32,333	33,233
2018	20,880	1,156	31,329	32,485

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the

two-year term. And those with the last one-third votes received the one-year term. LUCA is gearing up for the 2020 Federal Census.



BOARD OF THE SELECTMEN / OFFICE OF THE TOWN MANAGER

BOARD OF SELECTMEN
Marianne B. Cooley, Chair
Daniel P. Matthews, Vice-Chair
John A. Bulian, Clerk
Maurice P. Handel
Matthew D. Borrelli

Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Operations
Rachel Glisper, Director of Human Resources

DEPARTMENT STAFF
OFFICE OF THE TOWN MANAGER
Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Louise Kempt, Department Assistant

HUMAN RESOURCES
Jill Schaffer, Benefits Administrator
Ellen Reulbach, Administrative Assistant
Chuck Murphy-Romboletti, Assistant Director of Human Resources

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town

Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2018 IN REVIEW

Selectmen Organization
In April 2018, John A. Bulian and Maurice P. Handel were re-elected to three-year terms on the Board of Selectmen. Following the annual Town election, the Board re-organized with Marianne B. Cooley as Chair, Daniel P. Matthews as Vice Chair, and John A. Bulian as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2018 included the following:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

- The 2018 Annual Town Meeting approved funding for the construction of a Department of Public Works storage facility on Central Avenue.
- The Assistant Town Manager/Director of Finance proposed a funding plan for the classroom expansion project at Needham High School that was ultimately approved at the October 2, 2017 Special Town Meeting. The project began in early 2018 and is expected to be complete by early fall, 2018.
- The estimated cost of full-day kindergarten was incorporated into the FY2019-F2023 pro forma budget.
- The Town Manager and Vice Chair of the Board met with the School Committee in August, 2017 to discuss proposed use of the Hillside School for swing space for both Police and Fire. The School Committee unanimously agreed to authorize the Town to use the facility (assuming that the school is vacated on schedule).
- Weston & Sampson was engaged to perform the environmental assessment in order to facilitate discussion about the future use of the Ridge Hill/Nike property. A preliminary report was developed and during the summer of 2018 presented to the Board of Selectmen and the Conservation Commission.
- The 2018 Annual Town Meeting approved funding for the reconstruction of the Memorial Park fieldhouse. The project is underway and will take approximately one year to complete.
- The October 2, 2017 Special Town Meeting approved the funding for the acquisition of 43 Lincoln Street. This acquisition was completed and demolition slated for late winter of 2019.
- A request for design funding for the Public Safety Building & Fire Station #2 Design project was approved at the October 2, 2017 Special Town Meeting.

Ensure appropriate Regulation and Assessment of, and Investment in Infrastructure.

- Phase I of the Downtown Improvement Project was completed during FY2018.
- The installation of the traffic signals at First Avenue was completed and signals are active.
- The two final Kendrick Street ramps are scheduled to open on December 1, 2018, significantly ahead of schedule. The project is nearing completion.
- The Board adopted a driveway parking regulation at its meeting on September 12, 2017.
- The October 2, 2017 Special Town Meeting approved funding for a study of Building Maintenance operations. An RFP was issued in December, 2017, and no responsive bidder was identified. The funds were not used for this purpose in FY2018. Replacement funding was approved at the May 14, 2018 Special Town Meeting and the project will be advertised this summer.
- The Board voted to surrender its Water Management Act Permit at its meeting on January 9, 2018. The Town will continue to exercise its grandfathered rights to withdraw water from the Charles River Basin in the annual average amount or 2.63 million gallons per day (MGD) pursuant to its registration statement. The Selectmen's action was acknowledged by the DEP on March 30, 2018.
- The Board created a Needham 2025 working group that will begin working in 2018 with a charge to evaluate Town growth in the next five years, and the resulting impact on town infrastructure.
- To ensure NPDES compliance, a draft Stormwater By-Law was developed and will be presented to the October 10, 2018 Special Town Meeting.
- The Town's application for participation in the Complete Streets Program was approved in February, 2018 with a total score of 92 of 100. The Board held a public hearing on pedestrian safety on March 27, 2018, and funding for a pedestrian safety audit was approved at the May 14, 2018 Special Town Meeting. The firm of GPI Engineering has been contracted to complete the audit.

Maintain and improve the vitality and economic success of the Town.

- The Board adopted the final Mobile Food Vendor policy at its meeting on August 15, 2017. An in-house seminar was held for all area mobile food vendors on February 26, 2018 to explain the streamlined new process. The summer program of mobile food vendors had 11 vendors serving over two locations from Tuesday to Friday each week. The Direct Permit Program at DeFazio has had at least one vendor operating in the summer of 2018.
- The Board reviewed a map of options for setting boundaries for the Needham Crossing designation, and forwarded it to the CEA and Planning Board for comment. There is general consensus that the term "Needham Crossing" includes the Wexford Street area. The Board will discuss ways to promote the Needham Crossing name with the Planning Board and the CEA.
- Board members attended an initial planning meeting with the Planning Board and various stakeholders on August 10, 2017 related to the options for the redevelopment of Chestnut Street.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

- The Board held a public hearing on February 27, 2018, and adopted a voluntary compliance policy statement related to the limitation of use of plastic carry-out bags at

certain retail establishments effective June 1, 2018.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

- The design of the boat launch on the Charles River will begin this year. The new Needham Accessible Rail Trail (NART) project includes multiple accessible fishing areas.
- The Director of Health & Human Services and Director of Aging Services have expanded the hours of the senior center, including both pop-up events and scheduled events. In addition, the staff at the Center at the Heights has implemented a free hot breakfast program once per month on a pilot basis.
- Staff met with the MBTA and Golf Club to see if there is a practical solution to eliminating the grade crossing at that location. The MBTA is reviewing design options.
- The Department of Public Works implemented a pilot program for trash pickup on weekends and will continue the program going forward. A pilot program of Big Belly-type trash systems was approved at the 2018 Annual Town Meeting.
- The Board approved an Affordable Housing Trust Document at its September 26, 2017 meeting. The first meeting of the Trust will occur on August 7, 2018.
- The Accessory Dwelling Unit report was forwarded to the Planning Board for its comment. The topic was discussed with the Planning Board.
- The 2018 Annual Town Meeting approved a General By-Law prohibiting retail marijuana establishments in Needham. The By-Law has been approved by the Attorney General.
- A joint meeting with the Park & Recreation Commission was held on January 23, 2018 to discuss creation of recreational opportunities in the downtown.
- The Town participated with several other communities through the MAPC in a joint procurement for a regional bike share program.

Maintain and Enhance the Town's Financial Sustainability.

- The Town converted its group health insurance program for employees and retirees effective July 1, 2018. The success of this project was the result of enormous effort on the part of many staff members including union representatives, HR staff, and the Needham Public Schools. More than 60% of the eligible employees elected the QHDP.
- The Assistant Town Manager/Director of Finance convened an ad hoc group to review the pros and cons of absorbing the RTS Enterprise Fund into the General Fund. The 2018 Annual Town Meeting approved the dissolution of the RTS Enterprise Fund effective July 1, 2019.

Evaluate Town Operations and Administration

- After public hearing, the Board recommended a home rule petition to change the name of the Board to "Select Board." The petition was approved at the 2018 Annual Town Meeting and has been filed with the House of Representatives.
- A Verizon Small Cell Grant of Location document was created including the criteria identified by the Board of Selectmen.
- A chairs meeting with the Moderator and Town Clerk was held to discuss the topics of starting Town Meeting earlier and the evaluation of at-large Town Meeting Membership.. The Town Clerk conducted a survey at the October 2, 2017 Special Town Meeting. The Board held a public hearing on the concept of starting Town Meeting earlier on June 26,

2018, and will evaluate the matter over the summer. The 2018 Annual Town Meeting approved a home rule petition that included a proposal to identify the date of record for committee chairs to be considered at-large Town Meeting Members.

- The 2018 Annual Town Meeting approved funding for a new position in the Department of Public Works for the areas of communications and compliance.

In developing its statement of goals for the coming fiscal years, the Board identified both initiatives that may be addressed in future years, and general governing principles that guide the goal setting process. This list will continue to be updated and refined:

GOVERNING PRINCIPLES

- Targeted options for property acquisition will be explored.
- The Town will work to develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.
- Appropriate coordination of all the major road projects affecting the Town is a priority.
- Town policies and regulations will be reviewed and updated on a periodic basis.
- The Town will prioritize the reconstruction and repair of existing sidewalks before embarking on new sidewalk construction.
- Opportunities to install community art will be explored.
- The Town should be an age friendly community.
- The number of pedestrian accidents is concerning and should be addressed.
- The Town will conduct a Capital Facility Summit on a biennial basis.
- Emergency preparation and planning is a high priority.
- Opportunities for departmental consolidation and efficiency improvement will be identified and implemented.
- Opportunities to enhance communication with the public will always be considered.
- Opportunities to collaborate on additional programs and services that will benefit Needham's veterans will be explored and implemented.

STATS

	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11
Number of Licenses Issued	174	190	155	156	169	151	138	139
All Alcohol	20	19	16	16	15	16	15	15
Club	3	3	3	3	3	3	3	3
Wine & Malt	1	2	2	2	3	3	6	5
Package Stores	6	5	5	5	5	5	N/A	N/A
Carry in Special Permit	1	1	1	1	1	1	1	1
Class I	2	2	2	2	2	2	2	2
Class II	6	5	5	5	5	5	5	5
Common Victuallers	56	59	55	56	56	52	54	54
Innkeeper	2	2	2	2	2	2	1	1
Lodging	2	2	2	2	2	2	2	2
Sunday Entertainment	5	6	5	3	5	5	2	2
Weekday Entertainment	8	9	7	5	4	6	4	4
Bowling Alley	1	1	1	1	1	1	1	1
Livery	2	2	2	2	2	3	1	1
Pool Table	1	1	1	1	1	1	1	1
Sale of Second Hand Goods	8	8	9	8	10	10	9	9
Special Permit (24 hour food service)	1	1	1	1	1	1	1	1
Mobile Food Trucks	10	1	2	2	N/A	N/A	N/A	N/A
One-Day Special Liquor Permit Issued	39	61	34	39	51	33	30	32

Activity	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11
Number of ATM Articles	53	65	52	50	46	51	42	50
Number of STM Articles	27	24	27	16	26	28	27	28
Number of BOS Meetings	39	38	31	31	34	31	28	27
Number of New Appointments Processed	37	37	13	22	37	36	50	43
Number of Reappointments Processed	48	50	46	35	63	138	95	80
Number of Grant of Location Public Hearings	35	24	23	23	26	17	14	15
Number of Liquor Related Public Hearings	16	10	7	7	6	19	9	5
Number of Other Public Hearings Conducted	28	14	13	13	13	12	12	12
Number of Block Parties Granted	57	57	60	50	51	57	65	53
Number of Road Events Granted	13	17	7	16	19	24	21	

Passports	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11 (May & June)
Number of Passports Accepted	239	228	205	247	194	229	174	22
Revenue - Execution Charges	$6,535	$5,700	$5,125	$6,175	$4,850	$5,575	$4,350	$550

Powers Hall Usage	FY18	FY17	FY16	FY15	FY14	FY13	1/12/12-6/30/12
Total # Meetings/Events	123	107	95	65	104	132	39
Municipal Events	108	90	83	49	85	110	27
Public Events	15	17	12	16	19	22	12
Fees	$11,286	$9,179	$7,871	$11,814	$11,224	$9,702	$4,129

COMMISSIONERS OF TRUST FUNDS

Daniel Burns, Vice-Chairman (appointed to serve until April 2019)
Joseph P. Scalia, Chairman (elected to serve April 2016 to April 2019)
Heydon Traub, Secretary (elected to serve April 2018 to April 2021)

We mourn the passing of Commissioner John "Jack" Cogswell, who passed away in June 2018 while serving as Commissioner.

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

The Commissioners review the investment policy annually. This review resulted in the Needham COTF formally updating our investment policy for Trust Funds in 2009 and again in 2011, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 90 trusts. About 60% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About 20% of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 20% of trusts are for a wide variety of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of $3.6 million at the end of fiscal year 2008, to about $7.3 million at the end of fiscal 2018.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 5%-7% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as $5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and

future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts. Your contributions are tax deductible.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance; ***Accounting:*** *Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Payroll Coordinator; Carol Gordon-Johnson, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist;* ***Assessing:*** *Hoyt B. Davis, Jr. Director of Assessing; Nancy Martin, Assistant Director of Assessing; Marie Northup, Field Assessor; Karen Rogers, Department Specialist;* ***Information Technology Center:*** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS Database Administrator; James Donovan, Technology Support Technician; Steve Freeman, Computer Operator; Matthew Tocchio, Network Manager; Terry Wolfson, Applications Administrator;* ***Office of the Parking Clerk:*** *Paul Sammarco, Parking Clerk* ***Procurement:*** *Tatiana Swanson, Finance and Procurement Coordinator;* ***Treasurer/Collector:*** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer Collector; Kristin Bent, Department Assistant 2; Zhiwen Fung, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Jill Seaman, Department Specialist; vacant, Administrative/Office Support Specialist.*

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management

of the Town's finances including the $151 million general fund budget, $18 million in special revenue, $15 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly, and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

In November 2017, Carol Gordon-Johnson was hired to fill the vacant Accounts Payable Administrative Specialist position in the accounting division. In January 2018, Kelly Fulgione who was the part-time Administrative/Office Support Specialist in the Treasurer/Collector Office moved on to other opportunities outside of the Town. The position remained vacant through the balance of the year. Marie Northup, who served as one of the Department Specialists in the treasurer/collector division, was promoted to the Field Assessor position in the assessing division in January 2018. The position was previously held by Stanley Winston who retired in January 2018. In February 2018, Jill Seaman was hired to fill the Department Specialist position in the treasurer/collector's office. Paul Sammarco, a Needham retired police officer accepted the part-time position of Parking Clerk in March 2018. He replaced Tom Leary, who served as the Town's Parking Clerk for several years after he had retired as Needham's police chief. In the final months of the fiscal year, the Town hired James Donovan in May 2018 as the Technology Support Technician in the Information Technology Center. Mr. Donovan replaced Stephen McGrath who left the Town's employ in November 2017. We welcome James Donovan, Carol Gordon-Johnson, Paul Sammarco, and Jill Seaman to the Finance Department, congratulate Marie Northup on her promotion, and wish Kelly Fulgione, Tom Leary, Stephen McGrath, and Stanley Winston well with their future endeavors.

FY2018 HIGHLIGHTS

Most all budgeted appropriations occur at the Annual Town Meeting which is held prior to the start of a fiscal year. Subsequent appropriations and line item amendments are made at a special town meeting usually held in the fall. Often the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action is needed. Usually in May, prior to the June 30 fiscal year end, Town Meeting acts on other requests for budget line transfers and reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The final budget total for fiscal year 2018 was amended upward by $480,000, a change of 0.3% from the original budget. The $480,000 was added to the employee benefits budget. The original total operating budget was approved at $152,704,148.

During fiscal year 2018, the Town realized revenue in excess of budget of $4.8 million, and realized budget returns of $4.5 million. General Fund revenue in excess of budget was lower than the fiscal year 2017 results. The budget return was higher than the fiscal year 2017 return of approximately $4.0 million. The lower revenue surplus was primarily due to permit income. The prior year permit income was a record year which was not expected to continue. Budget returns were on par with recent years.

Motor vehicle excise tax revenue was 3.7% more than the prior year's actual receipts ($5,910,555 for FY2018 vs $5,701,527 for FY2017), but the margin between budgeted and actual revenue was less, with actual receipts for fiscal year 2018 at $1.16 million over budget, compared to $1.30 million over budget for fiscal year 2017. Revenue generated from other taxes and penalties was approximately $0.52 million over the estimate for fiscal year 2018, which was a smaller margin than prior year (FY2017) when actual revenue exceeded the estimate by approximately $0.80 million. The decline was attributed to an unanticipated drop in room excise during fiscal year 2018. The Town received $1,045,862 for the year compared to $1,079,169 received in fiscal year 2017. The drop was not expected because a third hotel was opening in the Town. Revenue from licenses and permits declined, which was expected, but residential and commercial construction activity remains strong. The total permit income for fiscal year 2018 was $2,603,017 compared to $4,477,430 for fiscal year 2017, which was a record year. However the fiscal year 2018 revenue is still considered high when compared to $2,314,222 for FY2016 and $1,702,030 for FY2015. Overall total actual General Fund revenue for fiscal year 2018 was $6,759,667 more than the total for fiscal year 2017. The total General Fund revenue surplus for fiscal year 2018 was $4,821,572, which was $1,322,669 less than fiscal year 2017. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 56.6% of the total General Fund surplus for fiscal year 2018, down from the 82.2% that these sources comprised in 2017.

The General Fund appropriated operating budget, which accounts for most of the expenditures, returned $4,450,548 or approximately 2.9% of the operating budget appropriation; the return for fiscal year 2017 was $4,031,697 or approximately 2.8% of the appropriation for that year. The highest dollar turn back was from The Group Health Insurance, Employee Benefits and Administrative Costs budget in the amount of $1,034,706, approximately 23.2% of the total return. This turn back was realized due to several factors, which included a greater number of vacancies, changes with health insurance enrollment, and changes to the health insurance offerings to employees.

The budgetary reserve fund returned $834,939 which represents 18.8% of the total return for the year. The amount returned was more than fiscal year 2017 ($744,621), but as a percent of the original budget was lower. The $834,939 return represents approximately 45% of the original voted budget of $1,862,600. The draws on the reserve fund during fiscal year 2018, above the amount transferred by Town Meeting at the October 2017 Special Town Meeting, was $47,538 to hire staff early to train and prepare for the opening of the new Rosemary Pool during the summer of 2018. A transfer of $45,260 to the Town's legal budget was approved as a contingency for pending invoices from outside counsel for several cases that the Town is a party. The annual transfer to cover snow and ice removal expenses above the base budget of $412,120 for fiscal year 2018 was $884,863 for a total actual expense of $1,296,983. This compares to the total actual expense for fiscal year 2017 of $1,004,369, fiscal year 2016 of $775,062 and $1,713,370 for fiscal year 2015.

Looking at the individual department budget turn backs, the Needham Public Schools returned the highest amount with $503,575 or 0.7% of the original budget of $68,350,083, which compares to $542,220 (0.8%) that was returned for fiscal year 2017 and $519,301 (0.8%) that was returned for fiscal year 2016. The Public Facilities Department returned $395,695 or 5.9% of its budget which compares to the $239,685 or 5.9% of the fiscal year 2017 budget return. Approximately 2/3rd of the turn back was from salary and wages. There were a number of

vacancies in the department during the year and the Town transferred of some of the related salary expense from the construction division to specific construction projects. The Police Department returned $272,159 or 4.1% of its budget which compares to the $537,182 or 8.3% of its fiscal year 2017 budget. Similar to the Public Facilities Department, most of the return ($223,608) was from salary and wages due to several positions being vacant for a portion or all of the year. The Finance Department also had a number of vacancies during the year which accounts for most of the $152,838 that was returned, 65% ($99,186). The other 16 departmental budgets returned in total $544,925 or 2.4% of their combined amended budgets for the year. The Townwide expense budgets (excluding the budgetary reserve fund and employee benefits) returned a combined $711,711 or approximately 2.3% of their related total amended budgets.

The total General Fund balance for fiscal year 2018 was higher than fiscal year 2017. Fund balance was $48.1 million for fiscal year 2018 compared to $45.3 million for fiscal year 2017 or approximately a 6.1% change. However, the unassigned portion of the General Fund declined from the prior fiscal year with a balance of $17.8 million which compares to $19.4 million for 2017. The decline in the unassigned balance was not unexpected as the Town continues its heavy cash investment in its capital assets over the past couple of years. The State certified $13,518,622 available as Free Cash for fiscal year 2018. Free Cash is essentially the portion of the unassigned General Fund balance that the Massachusetts Department of Revenue will allow to be appropriated by the Town. The Free Cash certified for prior year was $13,849,687.

The Town allocated $9,020,289 for capital equipment and projects. The Free Cash for cash capital included $1,523,500 for public roads and related infrastructure improvements, $1,382,000 for the construction of a seasonal storage facility for public works equipment, $1,032,000 for the construction of a new building at Memorial Park, $685,000 to fund a LED street light conversion project, and $431,000 for additional funding for the High School expansion project. Free Cash was also used to fund capital equipment which included $981,442 in core fleet and special equipment, $840,163 for a new fire engine, $767,290 in cash capital equipment and technology for the Needham Public Schools, and $772,894 was directed to other General Fund cash capital investments in equipment, technology, and facility upgrades for Town departments. The balance of the Free Cash that was used for cash capital related to the Pollard School with $65,000 to fund a feasibility study for a phased improvement project on the Pollard School and $540,000 to fund immediate upgrades to Pollard School Blue and Green gyms.

The Town also allocated $2,506,298 in Free Cash to the fiscal year 2019 operating budget, $81,000 for the purchase of a time clock system, and $100,000 to fund a study of the Town's recycling and transfer station operations. The Town's use of Free Cash for funding the subsequent fiscal year operating budget was in line with management's guidance of not more than two-percent of the previous year's final budget (excluding the budgetary reserve fund) or the actual turn back, whichever is less.

The Town also transferred $1,386,000 of Free Cash to the Capital Facility Fund, $141,413 to the Capital Improvement Fund, and $63,378 to the Athletic Facility Improvement Fund. The $220,244 balance in Free Cash was closed out at year end to fund balance.

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2018 reports:

1. General Fund Balance Sheet
2. Total Governmental Funds Combined Balance Sheet
3. Total Governmental Funds Revenues, Expenditures, and Changes in Fund Balances
4. Statement of Net Position for each of the three enterprise funds
5. Statement of Revenues, Expenses and Changes in Net Position for each of the three enterprise funds
6. Statement of Cash Flows for each of the three enterprise funds
7. Schedule of Trust Funds
8. Statement of Budget Appropriations and Expenditures
    a. General Fund
    b. Solid Waste Enterprise Fund
    c. Sewer Enterprise Fund
    d. Water Enterprise Fund
    e. Community Preservation Administrative Budget
9. Tax Rate Recapitulation as Approved by the Department of Revenue

Below are the individual statements by the different divisions within the Finance Department. Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties. You may also find more financial information from the Town's web page www.needhamma.gov/finance.

ACCOUNTING OFFICE – The primary responsibilities of the accounting office is to manage the Town's accounting records to ensure conformity with Generally Accepted Accounting Principles (GAAP), following the Uniform Massachusetts Accounting System (UMAS) and to issue accurate and timely reports that comply with State laws and regulations. The accounting office is responsible for posting all revenue received to the General Ledger, and performing outside departmental audits and reconciliations needed for the annual independent audit. The office staff processes the weekly warrant to pay employees and vendors and then provides reports to Town Departments

The office staff processed a total of 54,535 paychecks/direct deposits during fiscal year 2018. The staff reviewed and processed 35,008 invoices from vendors for payment, 1,230 expense reimbursements, and 327 contracts. The office also reviewed and processed 2,357 encumbrance requests plus an additional 1,707 revision requests during the fiscal year.

Encumbrances Processed			
Department	**FY2016**	**FY2017**	**FY2018**
Building Department	6	6	9
Commission on Disabilities	3	2	3
Department of Public Works	726	714	698
Finance Committee	3	1	2
Finance Department	212	237	212
Fire Department	114	131	132
Health and Human Services	133	142	174

Encumbrances Processed			
Department	**FY2016**	**FY2017**	**FY2018**
Historical Commission	-	-	-
Memorial Park	2	1	2
Municipal Lighting Program	5	10	13
Municipal Parking Program	15	15	12
Other Functions	20	35	28
Park & Recreation Department	111	103	127
Planning and Community Development	40	37	36
Police Department	113	151	173
Public Facilities	758	600	521
Public Library	83	99	102
Town Clerk & Board of Registrars	36	31	26
Town Counsel	11	18	12
Town Manager	69	67	75
Total	**2,460**	**2,400**	**2,357**

The office staff also must prepare and file various Federal and State reports such as the employer quarterly tax return filing of withholdings (Form 941), annual W-2 and 1099 tax statements to employees and vendors, balance sheet and filing for Free Cash certification, and various revenue and expenditure reports to the Department of Revenue. All of those reports have stringent deadlines.

ASSESSING OFFICE – The office is responsible for the administration of a wide range of state laws pertaining to ad valorem taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual tax classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Inspector's office which added new value to the property. All these inspections were completed prior to June 30, 2018. This is the statutory deadline for the collection of New Growth for the following fiscal year.

Some of the more significant development noted by the office in 2018 are as follows:

The residential real estate market in Needham has continued moving higher since the review last year, with the median single family sale price moving up just over 3% year over year. Over the past five years the median single family sale price has jumped nearly 27%, while the condo median sale price has gone up almost 57%. As required by the Massachusetts Department of

Revenue (DOR), the latest assessments reflect this upward market curve. The upward movement of assessed values was also influenced by the update of the "Cost" tables, used to calculate residential building values, to reflect the ever increasing cost of labor and materials in the construction industry. While analysis of the single family sales from calendar year 2017 were within the statistical parameters acceptable by the DOR in the annual review, the strong 2018 market will likely require some upward adjustment across some neighborhoods to be acceptable for fiscal year 2020.

The nomenclature change from "The Industrial Park" to "Needham Crossing" has become a physical change that is made obvious by a quick trip from the Highland Avenue to Great Plain Avenue ramps on Route 128, where the new Trip Advisor headquarters and Marriott Inn now dominate the landscape. The slight upward blip in values of income properties reflected in fiscal year 2019 is sure to continue since the restoration of office space formerly occupied by General Dynamics has been completed and the 400 unit residential project has begun leasing, making the Crossing a more desirable alternative for emigres from the over-priced Boston commercial real estate market to both live and work at the Crossing. The mid 2018 completion of the Claremont Needham Suites and the redevelopment of the former General Dynamics B Street property by NBC Universal will only enhance the area as a destination for high end business prospects going forward.

The evolution from industrial park to Needham Crossing has had an added benefit with regards to the type of taxable business personal property being reported. Filing cabinets and phone systems have been supplemented by cutting edge blade servers and data processing equipment resulting in increased new growth for the tax levy as this high end technology has a much shorter useful life than the traditional file cabinet, thus has to be replaced more often by the next generation of equipment that emerges. The anticipated influx of yet more high tech equipment at the NBC compound will likely make that individual account the largest contributor to business personal property in Needham for years to come.

The passage of the Municipal Modernization Act continues to bring changes to the way the Assessor's office will operate going forward. The most significant of these are the change in the Certification cycle from three years to five years and the consolidation of the Overlay account, used to cover statutory exemptions and abatement refunds, into a single account as opposed to individual accounts tied strictly to specific fiscal years.

The department was also essential in effecting a change, with significant financial assistance from the State, to the replacement of 20 year old assessment software to a more efficient product that will serve the Town well for years to come.

As always, the office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests, and daily information requests from internal and external sources.

INFORMATION TECHNOLOGY CENTER (ITC) – The division includes the Director, a Network Manager position who coordinates network engineering, security, and appliance support across multiple buildings and departments often times requiring 24x7 support; an Applications Administrator who continues to fulfill that position's place within the department by supporting enterprise applications, such as the General Ledger and the Town's web site, along

with support and training both for individuals and groups for the desktop applications; the Applications Administrator position, in conjunction with the Technology Support Technician position allows for a more effective response to user requests for computer and peripheral assistance. The Geographic Information Systems (GIS) Administrator who continues to work with multiple departments assisting in analytical projects as well as preparing for infrastructure updates, flight imagery, and geospatial data collection.

ITC continues its support of technology hardware, software, services, and systems for the Town Departments. There was continued growth in the number of Information Technology Users (ITU) throughout the Town which increased the daily demand for services from the ITC staff. The growth includes the desire by departments for a greater mobile presence for workers out in the field as well as 24x7 access to Town systems, applications, and networks.

The Town received a Community Compact Initiative grant from the Commonwealth of Massachusetts that provided funding to have an outside firm conduct an assessment of the department. The assessment looked at the overall network infrastructure and associated hardware as well as the daily support to the Town.

During the year ITC staff was involved in several building design and construction projects. These include coordinating communication and security installation for the new fuel island and the Public Works Dedham Street campus, the Rosemary Recreation Complex, the Memorial Field House, and the downtown intersection signaling upgrades. The downtown intersection signaling upgrades included fiber runs from the intersections to the Town Hall for control of traffic cameras and the capture of data for future traffic analysis. ITC staff was also involved during the design phase and of the Public Safety Buildings. Other projects during the fiscal year included supporting E911 hardware upgrades, security upgrades to the St. Mary Pump Station, network upgrades in support of the Needham Channel, support to the Department of Public Works during the research of the BigBelly smart waste and recycling compactors, and the phase one hardware refresh and upgrade of the data center located at Town Hall.

Members of the staff were involved in the Health Department move from the Town Hall to the Rosemary Recreation Complex, coordinating and supporting the move to electronic vendor payments, upgrades to the Town employee portal, supporting the School department in its deployment of a time and attendance application, and credit card payments at the Town Clerk's counter. The ITC was involved in department software demonstrations and assessments, desktop and laptop upgrades and refreshes, and Windows 10 OS upgrades.

PARKING CLERK - The on-street and municipal parking lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation of signs and meters and repairs and maintains equipment and parking lots. Within the Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the office of the Parking Clerk.

The office of the Parking Clerk holds office hours to hear appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and

resolving disputes is in place. Inspections of existing parking meters are regularly conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds promptly with the necessary repairs.

	FY2016	FY2017	FY2018
Tickets	5,047	3,988	5,382
Appeals	369	318	432
Appeal %	7.31%	7.97%	8.02%

PURCHASING - The Purchasing Division oversees the procurement of materials, supplies, and services by Town Departments to ensure compliance with state laws and local regulations. Towards this end, the Purchasing Division strives to safeguard taxpayer dollars by obtaining the most advantageous value and promoting a fair competitive process that is honest and open. The division reviews all purchase order requests to ensure the required documentation is provided. We provide guidance and regular training in all matters related to procurement compliance. Procurements that necessitate the use of a sealed bid process; the Purchasing Division is involved with all aspects of the solicitation, from specification drafting and legal advertising, to bid evaluation and contract execution to ensure a successful completion. The division prepares service agreements for departments without dedicated personnel for procurement and reviews and executes agreements submitted by other the departments.

Some highlights during the last fiscal year include:

Purchasing offered various training sessions for Town employees. The sessions covered a range of topics such as procurement compliance, state contract purchasing, proper documentation and budget preparation and submission. The sessions were offered in group settings as well as a one-on-one basis.

The division assisted Town staff on how best to use the state contracts for the purchase of goods and services, which helps to contain cost.

	FY2016	FY2017	FY2018
Purchase Orders Reviewed	2,363	2,128	2,161
Contracts Prepared for Town Departments	41	43	52
Contract Awards Reviewed	307	306	347

The Finance and Procurement coordinator assisted the Town Manager and Assistant Town Manager/Director of Finance with the preparation of the Town's annual operating budget and capital improvement plan.

The Finance and Procurement coordinator serves as general insurance liaison for risk management administration. As part of the insurance rewards program offered by the Town's insurer, we have implemented an initiative that consists of providing informational sessions on

risk management to Department Managers and Town employees. We continue to promote safety training opportunities and to explore opportunities to reduce risk and contain risk costs for the Town.

TREASURER/COLLECTOR - The office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned $434,319 in interest income for the General Fund during fiscal year 2018, which was an increase over 2017 when the Town received $278,831. The outlook for fiscal year 2019 is a gradual but consistent increase in interest income. Interest rates are approaching or even exceeding one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2018 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of $12,200 in property tax relief to the elderly and disabled to 27 Needham households. The property tax assistance appropriation of $25,000 was awarded to 26 Needham households.

The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. During fiscal year 2018, approximately $141.9 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

Real Estate Tax Collections	$126.7 million
Motor Vehicle and other Excise	$ 5.9 million
Personal Property Tax Collection	$ 5.3 million
CPA Surcharges	$ 2.3 million
Other Tax Collections	$ 0.6 million
Ambulance Receipts	$ 1.1 million

FINANCE COMMITTEE

MISSION

Richard Reilly, Chair
Barry Coffman, Vice Chair
John Connelly
Tom Jacob
Kenneth Lavery
Joshua Levy
Richard Lunetta
Louise Miller
Carol Smith-Fachetti
Louise Mizgerd, Analyst

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget for the following fiscal year to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues with financial implications through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager, School Superintendent and School Committee each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duties of presenting a balanced budget and making capital spending recommendations to Town Meeting, the Finance Committee asks detailed questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to developing a balanced budget. The process includes meetings, site visits, research, and analysis by the Finance Committee on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is financially secure, and that the Town can maintain its infrastructure and preserve the essential services which benefit its residents.

FY2018 HIGHLIGHTS

STABILIZATION FUNDS/RESERVES

The Finance Committee began a review of the Town's stabilization funds and reserves during FY2018, focusing on the Capital Improvement Fund, the Capital Facility Fund, the Athletic Facility Improvement Fund, the Debt Service Stabilization Fund, and the general Stabilization Fund. The Finance Committee reviewed the stated purpose of each funds and considered target balances for the funds that would reflect the rationale for each fund, as well as appropriate funding sources for each fund. The ultimate goal of the stabilization funds is to protect the Town against financial difficulties without unnecessarily tying up funds. The Finance Committee plans to report its conclusions to Town Meeting.

SCHOOL TRANSPORTATION REPORT

The Finance Committee reviewed the School Transportation Study Committee's report on the district bus transportation and its recommendations for improving service and controlling costs. The Finance Committee supported funding for an additional bus that will decrease the student wait list, and provide for a late bus from the high school and allow more students to access after-school help and extracurricular programs.

CAPITAL PROJECTS

- Public Safety Project: The Finance Committee reviewed analyses of the public safety operations and the related need for space. At the October 2017 Special Town Meeting, the Finance Committee supported funds for the design for replacement of the Police headquarters and Fire Station 1, and well as reconstruction of Fire Station 2. The Finance Committee recognized the need for new facilities that would meet the staffing and programming in a facility and that would serve current and future needs, all at a cost that is reasonable in light of other needs.
- Property Purchase: At October 2017 Special Town Meeting, the Finance Committee cautioned against the purchase of an additional property in light of the fact the Public Safety capital project could be completed as planned if the Town did not acquire the property in question. Further, the Committee felt that the funds could be better used to support other capital needs, and questioned the use of mitigation funds designated for improvements at Fire Station 2 for the property purchase. Town Meeting referred the article back to the Selectmen for further study. At the May 2018 Special Town Meeting, the article was reconsidered. The Finance Committee supported the purchase since, despite certain drawbacks, owning the property would improve the Public Safety project overall.
- High School Expansion: At the May 2018 Special Town Meeting, the Finance Committee recommended additional funding for the High School Expansion needed due to increase costs of in materials and labor, which could not be covered by the contingency. The Finance Committee supported the allocation of additional funds to complete the project rather than deferring elements, which would ultimately increase costs.

OPERATING BUDGET RECOMMENDATION FOR FY2019

The Finance Committee has the responsibility of developing an annual operating budget for the following year to be recommended to Town Meeting. The Finance Committee began its work on the FY2019 budget in late 2017, continuing into the spring of 2018. The Town enjoyed especially strong revenue growth during FY2018, due to significant growth in the tax rate due primarily to commercial development as well as significant new growth in the tax base. The rate of new growth tends to fluctuate, and was expected to moderate in FY2019 after an unusually high rate of growth. In FY2019, property taxes, the largest part of General Fund revenue, were projected to continue increasing, as the prior new growth would become part of the now larger tax base. State Aid was projected to increase modestly. Although the Town's budget process takes place before the State budget is in place, the Governor had proposed some modest increases in local aid to cities and towns, including Needham. Local receipts were also expected to increase, due to projected increases in revenue from motor vehicle excise tax and room and meal taxes. Free cash, another significant source of General Fund revenue was very strong in FY2018, providing some reliable support for the operating budget, but most was allocated for funding FY2019 one-time needs or for Town reserves.

BUDGET PROCESS

The Finance Committee began its budget process in December 2017, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2019, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to
- the impact of each request on resident services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools and School Committee members, school administrators, and leaders of other committees and boards to discuss operational and capital needs;
- held budget hearings with each department; and
- deliberated each request in depth.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- maintain essential services currently provided to citizens and other user groups;
- sustain commitment to infrastructure spending;
- preserve and strengthen financial security;
- encourage long-term planning;
- evaluate requests for new or additional services and expenditures; and
- avoid undue tax burden on residents.

The Finance Committee received the Town Manager's executive budget and revenue estimates released on January 23, 2018. As mandated by law, the Town Manager's executive budget included a bottom line recommendation for the School Department's FY2018 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee in late January.

The Finance Committee found that the department managers' FY2019 spending requests overall were carefully considered and conscious of the need for fiscal discipline. Health insurance premiums continue to increase faster than the rate of revenue growth. School special education and transportation budgets have also continued to increase due to rising costs and additional service needs. Borrowing costs are also increasing. The Finance Committee also remains aware that in the FY2020 budget, services are planned to expand significantly with the start of the new full-day kindergarten program in the public schools as well as the expansion of both Police and Fire Department staffing needed to meet a growing demand for services, and which will become possible with expanded facilities. The Finance Committee continues to encourage the Town to make efforts to contain cost increases where possible, and to prepare for expected increases, particularly those that may increase faster than revenue increases.

FY2019 OPERATING BUDGET HIGHLIGHTS

As in previous years, the Finance Committee's recommended budget for FY2019 provided funding to maintain level services in most areas of the budget and also allowed limited additional funding for increased services.

TOWNWIDE EXPENSES

Townwide Expenses, the costs incurred by the Town or spread across a number of departments, increased more than usual, primarily due to an increase in Debt Service payments, which fund the capital projects. Retirement Assessments and OPEB budget lines continued to increase in order to continue to make progress to fund the unfunded pension liability following a determination to decrease the projected rate of return on fund assets. The Employee Benefits line also increased as health insurance costs continue to rise. There was also a significant increase in the Classification, Performance and Settlement line which provides funding for personnel related increases, and which would provide funding if any of three unsettled collective bargaining agreements were to be resolved and call for wage increases.

DEPARTMENT BUDGETS

The budgets for Town departmental budgets typically increase each year to accommodate modest cost-of-living salary adjustments. Salaries are a significant portion of the Town's operating budget since the Town's main business is providing services to residents. There were however, no salary increases in the FY2019 operating budget for positions covered by collective bargaining agreements that were not settled before the budget was appropriated. As noted above, some funds were reserved in Townwide Expenses to cover wage increases during the year. Those funds may be transferred to the appropriate department salary lines once the agreements are finalized.

The Finance Committee continued to encourage efficiencies where possible and carefully scrutinized requests for increases in staffing. The Committee not only considered service needs and cost implications, but also reviewed staffing levels in peer communities. A new position was funded in the Finance Department budget to meet increasing demands for government reporting as well as for services to residents and to other departments. The Police Department budget was also increased to provide funding for an additional officer for community support work. This is in accordance with a planned increase following a Police staffing report, which also calls for an additional officer in FY2020 and two more officers in FY2021. A Fire Department staffing report also highlighted a need for additional firefighters, which are planned for FY2020. The Finance Committee did not fund a request for an additional project manager in the Public Facilities in the operating budget, but chose to recommend funding the position through a financial warrant article. This approach would provide two years of funding in order to address what appeared to be a temporary increase in workload. Additional building maintenance personnel were added to the FY2019 budget due to the need to cover the additional space due to the High School expansion and the opening of the new Rosemary Complex. The Park and Recreation Department budget was also increased to operate the new pool. After a close review of emergency preparedness efforts, the Finance Committee recommended that the part-time program coordinator position that had been funded temporarily through a warrant article be included in the operating budget, but did not increase the position to full-time as requested.

PUBLIC EDUCATION

Minuteman Regional Vocational Technical School: The Minuteman School assessment in the FY19 budget had a notable increase as the district began to fund the long-planned new capital project, a replacement facility, the costs of which will be apportioned among the members of the district.

Needham Public Schools: The Finance Committee recommended fully funding the School Committee's budget as voted. The recommended budget included contractual increases for staff, as well as additional staffing to address enrollment growth and special education costs, but only minor improvements such as an additional bus to minimize the wait list and give more students access to after-school programs. The School Department moderated its budget request as much as possible, and requested that a portion of the recurring funds that would have been allocated to school operations be set aside in the Town's Debt Service Stabilization Fund to allow for a significant increase in the School Department budget for the launch of full day kindergarten in FY 2020.

The Finance Committee's FY 2019 recommended operating budget was structured to meet the current needs of the Town and Schools and to prepare for an upcoming expansion of services. Ultimately, the budget recommended by the Finance Committee for FY 2018 was balanced and fiscally sound, reflecting recently improved efficiencies and services, while preparing to meet future needs.

CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY 2019

The Finance Committee received the Town's Capital Improvement Plan for FY 2019 – FY 2023 released in early January 2018. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: free cash, debt within the tax levy, and excluded debt. Free cash is a source of funds generated from unused funds such as unspent appropriations or higher-than-projected revenue in a previous year. $10.4 million from free cash was allocated for FY 2019 cash capital needs. The General Fund cash capital warrant article for FY 2019 accounted for approximately half of those funds, and covered expenses often need annually such as: replacement furniture, traffic improvements, data servers and storage, energy efficiency upgrades, firefighting equipment, and the fleet vehicle replacement program. Additional capital needs funded with free cash in FY 2019 included the ongoing infrastructure program, the construction of a vehicle and equipment storage facility for the DPW, and funding for reconstructing the building and improving grounds at Memorial Park.

FUTURE OPPORTUNITIES AND CHALLENGES

The Finance Committee continues closely monitoring the debt service burdens being undertaken by the Town. The Finance Committee is watchful of both the Town's financial condition and also of the tax burden placed on taxpayers by these new projects. The Town's ongoing major capital projects, including as the new Police and Fire stations, the DPW storage facility, and plans for new or upgraded facilities for the School administration, DPW administration, as well as the Mitchell and Pollard Schools, will require new borrowing. The new Public Safety facilities will need to be funded with excluded debt, which means that the Town voters approved of the collection of additional taxes above and beyond the taxes collected for debt that is supported within the levy limit under Proposition 2 ½. Debt exclusions, combined with increasing interest rates, will increase property taxes for residents for the life of the debt. The Finance Committee will continue examine the increases in operating costs that can be expected with new and expanded facilities.

The FY 2020 operating budget is expected to expand significantly to provide funding for the implementation of full-day kindergarten in the School Department, as well the planned addition

of two officers in the Police Department and four firefighter/paramedics in the Fire Department. Late in the year, the Fire Department secured grant funding to support the salaries of eight additional firefighters for three years, which is a tremendous opportunity, but which would come with significant implications for the operating budget in the long run. The Town has taken care to plan to cover these budgetary increases within the confines of Proposition 2 ½.

In recent years, the Town has experienced period of higher-than-average revenue growth due primarily to new development at Needham Crossing and revenue from the production of solar energy which have contributed to an increased tax base. The new growth that has increased the tax base is expected consequently to cause increased demands on Town services, particularly on Public Safety, Public Works, and the Schools. The increased revenue stream was carefully handled in order to provide an opportunity to expand and improve programs, services and facilities. In order to preserve new revenue, the Town created a new Debt Service Stabilization (DSS) Fund. For two years, a portion of the Town's new recurring funds were allocated to the DSS Fund. When there is a need for a big jump in operating costs, such as will be needed for full-day kindergarten and the expansion of public safety staffing set to take place in FY 2020, those needs can be funded by redirecting the recurring fund stream into the operating budget.

CONCLUSION

The budget recommended by the Finance Committee for FY 2019 was balanced and fiscally sound, reflecting improved efficiencies and services. Fiscal restraints and continued anticipated revenue growth should position the Town well to meet its future needs.

The Finance Committee remains committed to working with the Town Manager, School Superintendent, Board of Selectmen, School Committee, School Administration, Town Administration, Department Managers and other Town leaders in order to encourage careful long-term planning. This is particularly important now with the Town embarking on a number of significant capital projects. The Finance Committee believes that long-term planning efforts will help the Town to be ready for the challenges that lie ahead.

The Finance Committee deliberates the operating and capital budgets and other issues with fiscal implications to the Town fairly and openly at all times. The Committee meets on select Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings and agendas are posted with the Town Clerk at Town Hall and placed on the main calendar on the Town's website. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours to considering issues and developing a budget that is a fair and equitable to recommend to Town Meeting. The Committee believes that its independent and objective recommendations help keep Needham a thriving and dynamic community.

LEGAL DEPARTMENT

David S. Tobin, Town Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2018 HIGHLIGHTS

During fiscal year 2018, commencing July 1, 2017 and ending June 30, 2018, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following: Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition of real estate. The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Cable Television
- Environmental matters
- Affordable Housing
- Real Estate Closings.

FY2019 FORECAST

In fiscal year 2019, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

MODERATOR

Michael K. Fee, Town Moderator

MISSION

The Town Moderator is a volunteer elected official who presides over Needham Town Meeting. Our Town Meeting is a representative town meeting, a "citizen legislature" comprised of 251 "members," each of whom is elected from one of Needham's 10 precincts or who are "at large" members, elected officials – including the Moderator – and chairs of certain elected boards in our town. Under Massachusetts law and Section 14 our Town Charter, Town Meeting is the ultimate authority over all municipal affairs. For example, each year Town Meeting must vote to authorize how much money will be spent on all Town services, including schools, public works, public safety and public facilities. Town Meeting's approval is also required to adopt or amend zoning by-laws, general by-laws and at least two-thirds of the Town Meeting must approve the issuance of bonds and the corresponding assumption of long-term debt by the Town of Needham, financing that is used primarily for major capital projects such as new or renovated buildings. In short, in the words of our Charter, Town Meeting exercises "all powers vested in the municipal corporation." The Moderator also appoints citizens to various committees such as the Finance Committee, the Personnel Board, the Community Preservation Committee and the Youth Commission.

Department Staff: None Budget: Zero

FY2018 HIGHLIGHTS

- Our Town Meeting convened twice in FY 2018: a Special Town Meeting held on October 2, 2017, and our Annual Town Meeting (which also included a Special Town Meeting) held in four sessions in May 2018. All meetings were held at James Hugh Powers Hall, the "Great Hall" in Needham Town Hall.
- The October 2017 Special Town Meeting addressed a 14-article warrant that included important matters such as the acquisition of property to be used for the new public safety complex and the appropriation of over $11 million for the expansion of Needham High School.
- At the Annual Town Meeting in May 2018, Town Meeting Members were presented with a Warrant containing 53 articles, including the articles relating to the retail sale of marijuana in Needham, the authorization of a $163 million FY 2019 operating budget and many other important actions, including amendments to our zoning by-laws.
- The Warrant for the Special Town Meeting held on May 14 (within the Annual Town Meeting) contained 13 articles, including upgrades to the Mitchell School and the acquisition of modular classrooms.
- In Fiscal Year 2018, the Town of Needham website continued to be a vital resource for Town Meeting Members. Through the website, Members may access copies of our Warrant, the Town Clerk's Minutes and informational materials on specific articles that come before Town Meeting.
- One week prior to the Annual Town Meeting in May, Warrant Meetings sponsored by the Needham League of Women Voters were held at the Center at the Heights. The League helped arrange, publicize and conduct these meetings, which were preceded by an orientation session I ran for newly elected Town Meeting Members.

- I have continued my participation in the Massachusetts Moderators Association, where I have access to the best practices employed by Moderators around the Commonwealth and with which I formerly served as a member of the Board of Directors.
- The Moderator receives absolutely no appropriation and thus there are no expenditures of public funds to describe in this Report for FY 2018. I personally pay for any expenses I incur, such as the preparation of educational materials for new Town Meeting Members, as well as dues to the Massachusetts Moderators Association and travel to meetings.
- I encourage town residents to become involved in some aspect of our community government, including running for a position as a Town Meeting Member. In addition, ample opportunities are available for service on one of our numerous volunteer committees. As mentioned above, the Moderator appoints all members of the Finance Committee, the Personnel Board and several members of other boards and committees, including the new Community Preservation Act Committee, Future School Needs Committee and the Youth Commission, as well as appointing our representative to the Minuteman School Committee. I am proud of the citizens I appointed to serve their fellow citizens in various positions during Fiscal Year 2018. Any citizen who wishes to be considered for a position appointed by the Moderator should feel free to contact me.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board
Evelyn Poness, Chair
Sandra Cincotta
John Krawiecki
Robert Mearls
Thomas Welch

Staff
Juanita Hearns, Administrator
Katina DaRosa, Retirement Specialist

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of $167 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of 9.67 % since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual

rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pensions costs. The Board has accepted a new actuarial study as of January 1, 2017. Needham's pension obligation will be 100% funded by the year 2030.

CONSERVATION COMMISSION

Janet Bernardo, Chair
Sue Barber
Artie Crocker
Stephen Farr
William Murphy
Peter Oehlkers, Vice Chair
Alison Richardson

Deborah Anderson,
Director of Conservation

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation;
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases;
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2018 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. During FY2018, the Conservation Commission met formally a total of twenty-three (23) times and held a total of thirty five (35) public hearings (refer to Table 1).

Table 1: FY 2018 Conservation Commission Application Filings & Requests

Type of Application Filings/Requests/Violation/Enforcement	Number
Notice of Intent[1]	22
Request to Amend Order of Conditions[1]	1
Request for Determination of Applicability[1]	8
Abbreviated Notice of Resource Area Delineation[1]	2
Extension Permit[1]	2
Emergency Certification	0

Type of Application Filings/Requests/Violation/Enforcement	Number
Certificate of Compliance	24
Minor Modification Request	15
Enforcement Order	4
Notice of Violation*	0
Trail Maintenance Notification Form	0
DPW Generic Permit Activity Notification Form	5
Exemption Letter	25
Conservation Restriction	0
Notice of Non-significance	0

[1]Filing involved a public hearing
*Notice of Violation result in the issuance of fines

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty-one (41) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2018, four (4) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

During FY2018, the Conservation Division staff continued to issue standardized post cards to permit holders alerting them of various permit requirements or permit expiration dates. The goal of this program is to encourage voluntary compliance and project close-out that saves permit holders time and money, while reducing the need for enforcement actions by the Conservation Commission.

The Conservation Division continued its ongoing work to implement the Comprehensive Trails Master Plan in addition to oversight and management of existing conservation lands.

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

ACCOMPLISHMENTS

Fiscal year 2018 was a busy year for Town projects whether they were beginning, in progress or finishing up. The Conservation Division was involved in many of these projects right from the start. Department staff delineated the resource areas in the field for the temporary fire station on Glen Gary Road and for the Student Conservation Association (SCA) project reconstructing the footbridge along the Rosemary Lake trail. Staff used their technical skills to review several large wetland delineations completed by hired consultants for major

projects such as the Rosemary Recreation Complex and Pool project and work by Eversource on their R-O-W #3.

New Footbridge along the Rosemary Lake Trail completed by the Student Conservation Association (SCA)

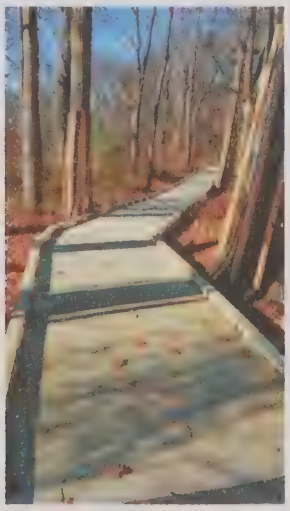
Staff assisted other Departments to guide them through the permitting process for the Sunita Williams School on Central Avenue (at the former Owen's Poultry Farm site) including the various educational components such as the Knoll Trail and interactive pond area. The Walker Pond study was initiated and created the opportunity for the Conservation Commission and staff to educate the neighbors in the Walker Pond watershed area on the importance of proper stormwater management for the health of the pond. A brochure was produced for the Walker Pond watershed residents to help explain the steps they can take to improve the water quality in the pond.

During this fiscal year, the permitting for the proposed final dredging of Rosemary Lake was submitted to the Conservation Commission for their approval. It took several meetings and many revisions before the Commission was ready to issue the Permit. The oversight on this project by MassDEP added to the extensive review. Several of these large Town projects were taking place concurrently and all required a large expenditure of staff hours to attend pre-construction meetings and conduct various inspections and monitoring efforts. The Needham Accessible Reservoir Trail (NART) construction took place at the reservoir behind the PSAB in FY2018. Due to the sensitive nature of the area and its close proximity to the resource areas, this project required almost daily oversight. The public has been very receptive to the NART and the trail has become a unique asset to the Town and to an underserved segment of the population.

Construction of the Needham Accessible Reservoir Trail (NART)

The Board of Selectmen had requested that a Ridge Hill/Nike Site study and assessment be conducted by a hired consultant in order to begin a discussion with the Conservation Commission regarding existing conditions and what potential future uses may be possible. Staff coordinated these efforts between the Commission, the Selectmen, the Town Manager and the consultant.

The Conservation Division continued to provide educational outreach opportunities in FY2018, including hosting a well-attended presentation on Ticks: One Bite Can Change Your Life. Larry Dapsis, Entomologist with the Cape Cod Cooperative Extension spoke and gave a presentation on the topic. The Conservation Division looks forward to hosting many more outreach presentations on various timely topics in FY2019.



COUNCIL OF ECONOMIC ADVISORS

Adam Block (Chair), Anne Marie Dowd (Vice Chair), Matthew Talcoff, Glen Cammarano, Maurice Handel, Rick Putprush, Virginia Fleisher, Adam Meixner, Robert Hentschel, Michael Wilcox, Ted Owens, Bill Day, Stuart Agler, Peter Atallah, and Tina Burgos. Devra Bailin, the Economic Development Director, serves as staff to the CEA.

MISSION

The CEA was established by the Needham Board of Selectmen ("BOS") to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2018 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to Needham Crossing as to use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer has been completed. This year, after the CEA worked to support the TIF to NBCUniversal, NBCUniversal is constructing its new regional headquarters, which could serve as an impetus for expansion of a media cluster in Needham Crossing.

The CEA continues its efforts in branding Needham Crossing and has been working cooperatively with Newton on the N^2 Innovation District. Public and private contributions have provided the funding necessary to begin implementation of the recommendations in the Camoin study through the Newton Needham Regional Chamber. Needham stands to greatly benefit from the joint marketing initiated with the implementation. Media recognition of Needham Crossing within the N^2 Innovation District is growing. The CEA continues to explore options for gateway and highway signage to enhance name recognition.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department, Board of Selectmen and the Planning Board to implement additional changes to create a less cumbersome permitting process. Work in underway to implement changes in addition to those already adopted by Town Meeting.

The CEA also established as a priority the support of independent locally-owned businesses in Needham, especially in relation to the vibrancy of the downtown. Through the Newton Needham Regional Chamber's Needham Economic Development Committee, CollectiveNext, a company owned by Needham residents, began an initiative to Reimagine Needham Center. By bringing together community representatives in highly interactive collaborative brainstorming sessions, the Committee intends to create a vision and plan for ensuring the immediate and future cultural and economic vitality of Needham Center. The

CEA is participatory in these efforts. It has also reestablished its Downtown Subcommittee to confront issues faced by local businesses in our downtown.

The CEA through its Industrial Zoning District Subcommittee held public meetings beginning in 2014 and discussed zoning changes to up-zone certain areas along Route 128, which are critical areas of economic development now constrained by restrictive zoning. Draft zoning was discussed but until the CEA received funding from Town Meeting in May 2015 to formalize build-out, traffic and elevation impacts to the areas in question, efforts could not move forward. The CEA, after meeting with residents, businesses, owners and Town officials in June of 2017, formalized its recommendations for three Highway Commercial districts along Route 128. Those recommendations were forwarded to the BOS and Planning Board for consideration and it is anticipated that those boards will support changes to the creation of one of the new highway commercial zones along Route 128 recommended by the CEA.

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Regional Chamber, N^2 Innovation District committees, 128 Business Council, and others to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economically desirable area to develop. The fiscal rewards of the CEA's efforts are evident in the increased revenues realized from the growth in our commercial areas.

PLANNING BOARD

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

Paul S. Alpert, Chairman
Martin Jacobs, Vice-Chairman
Elizabeth J. Grimes
Jeanne S. McKnight
Ted Owens

Lee Newman, Director of Planning and Community Development
Alexandra Clee, Assistant Planner
Karen Sunnarborg, Community Housing Specialist
Devra Bailin, Director of Economic Development

Review and Approval/Disapproval of:

- Approval-Not-Required (ANR) Plans
- Preliminary Subdivision Plans
- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

* This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

Review and Advisory Reports on:

- Site Plans of certain smaller developments (minor projects)
- Applications to the Board of Appeals for variances and special permits
- Petitions for acceptance/discontinuance of public ways

Initiation, Development, Public Hearing and Presentation of Proposed Zoning Amendments to Town Meeting

Preparation and Maintenance of a Master Plan and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)

Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same

Reprinting of Town Zoning By-Laws and Zoning Map

Provision of Information on Planning, Zoning and Development matters to the public

(including residents, developers, and other government agencies)

FY2018 ACCOMPLISHMENTS AND ACTIVITIES

Organization/Staffing

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under the 2010 reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new "Community Development" budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. In Fiscal Year 2016 a further consolidation occurred with the merging of the Planning, Economic Development, Conservation and Board of Appeals budgets into a single Planning and Community Development budget. We believe that the reorganization has been successful in improving operational efficiency and interdepartmental coordination and thus has enhanced service delivery to Needham's constituents. In Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town's Community Housing Plan.

Permitting

In its capacity as a special permit granting authority, the Planning Board in FY 2018 processed 12 new applications as "Major Projects" under the Site Plan Review By-Law. In addition, the Board reviewed and approved 2 subdivision plans and 5 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 24 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals where warranted.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the decision; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of

the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2018. During the affected time line 12 new Special Permit applications and 2 Subdivision applications were processed. Public hearings were held on average within 31 days of application receipt, decisions were issued within 13 days of the close of the public hearing, with written decisions filed with the Town Clerk within 2 days of permit issuance. Total average time required to process an application was 56 days with a minimum of 43 days and a maximum of 71 days.

Needham Crossing Business Center Planning

The Planning and Economic Development Division has focused on the recommendations outlined in the Needham Crossing Business Center Planning study completed in the fall of 2011 and its implementation at the Center 128 project site. Plan review and permitting for Center 128 was conducted by the Division as follows: Center 128 West, Center 128 East, and the 2nd Avenue Residences. The Center 128 West Development, approved by the Planning Board in April of 2013, includes 740,000 square feet of office space, a 128-room hotel, and two parking structures. The hotel was completed and opened in 2014. The 288,346 square-foot office building located at the corner of 1st Avenue and B Street was completed and occupied by its tenant, Trip Advisor, in July of 2015. The Center 128 East Development, approved by the Planning Board in November of 2015, includes 420,429 square feet of office space, 19,000 square feet of retail space, a 128-room hotel and surface parking area. Components of the Center 128 East project currently underway or recently completed also include: the expansion of Parking Garage B at Center 128 West to accommodate the redevelopment planned at Center 128 East, the renovation and occupancy of the building located at 77A Street to accommodate the new SharpNinja headquarters and the renovation of the building located at 189 B Street to accommodate the new NBC Universal headquarters. In summary, Center 128 at completion will include four new office buildings and two renovated buildings totaling 1,160,400 square feet, two 128-room hotels, and 19,000 square feet of retail space. Parking for 4,100 cars distributed across 3 structured parking garages along with surface parking for 778 cars is also planned. The combination of elements is expected to be completed by June of 2020 and will represent a major step forward in the implementation of the vision developed for the district. Lastly, the construction of the 2nd Avenue Residences comprising 390 residential housing units and associated structured parking at 2nd Avenue was completed in the spring of 2018 with full rent-up expected to be completed in the fall of 2019.

Securing grants for roadway improvements in the Needham Crossing area to complement the anticipated build-out continues to be a Departmental priority. Having successfully applied for grants with the City of Newton (MassWorks) to expedite the Highland Avenue corridor project, the Division continues to work with Newton, MassWorks and the Boston Region Metropolitan Planning Organization (MPO) to guide the project's implementation and to make sure that Needham's interests are represented and protected. Additionally, the Planning and Economic Development Division continues to work with Newton to try to locate funding for an engineering feasibility study of the unused MBTA rail running parallel to Needham Street and Highland Avenue. Both municipalities realize that mass transit is the only way to realize full economic development within the N^2 corridor. Lastly, the Division has worked with the City of Newton on the new N^2 initiative project. The N^2 group obtained funding

from the Federal Economic Development Commission to match public and private gifts for a total of $100,000.00 to create a sustainable marketing initiative for the corridor. The report was completed in FY2016 and included an overall marketing plan for the corridor and specific recommendations for attracting high tech and life science industries to the locale. As a result of this work the Needham/Newton Chamber of Commerce raised $325,000 to implement the recommendations of the 2016 study to promote targeted, sustainable, and well-planned development in the N^2 Innovation District. The plan calls for hiring a district director, creating marketing materials, and building a website to promote the district and encourage economic development. An article was approved at the May 2017 Annual Town Meeting to appropriate $20,000 as the Town's matching grant contribution for this effort with a report expected in the fall of 2018.

Needham Center Planning

The Planning and Economic Division further continued with implantation of the Needham Center Planning effort providing staff support to the Planning Board where a meeting of all key property owners along the Chestnut Street corridor was organized to explore opportunities for partnership between the Town and owners to advance the recommendations of the Needham Center Plan. The meeting was well attended and offered an opportunity to present an overview of the Center plan recommendations and ascertain interest from key owners for moving forward with its recommendations through future investment and redevelopment. Follow-up to this meeting was held with several key landowners to assess their interest in acting upon the zoning incentives identified in the Chestnut Street Overlay District in particular, and to determine what if any constraints they feel would need to be addressed to incent the desired redevelopment. The feedback received at those follow-up meetings was constructive and has helped the Board and Department identify a number of regulatory constraints that will need to be addressed to assure Plan implementation. Finally, the Planning Board and Department have been meeting with representatives of the Hartney Greymont property located at 433 Chestnut Street to review their redevelopment objectives for this property. A preliminary site plan showing 148 residential units, elevation drawings, fiscal and traffic studies have been prepared by the owners representative for the Planning Board's consideration. Presently, the Planning Board is reviewing a draft zoning article which would implement the noted redevelopment program. A meeting with the Board of Selectmen held with the Board of Selectmen and School Committee to receive feedback and to discuss next steps.

Affordable Housing Trust and Small Grant Repair Program

The Housing Division assisted in the establishment and operation of a Municipal Affordable Housing Trust that will serve as the Town's entity to oversee affordable housing issues and to manage a dedicated fund in support of affordable housing initiatives. In this regard an article was submitted and approved at the 2018 Annual Town Meeting which authorized the creation of a Municipal Affordable Housing Trust in Needham. The Town had been receiving funds related to the monitoring of affordable housing units, which have been considered General Fund receipts. The housing trust will now provide the means to reserve these funds for housing initiatives. Additional funds that may become available (such as by donation to the CPA, for example) could also be used to capitalize the fund. Potential uses of the fund include support for project monitoring and marketing of rental units, community education and outreach, the hiring of consultants for technical input into rezoning and for

fiscal impact analyses, small grant programs, and Housing Authority initiatives. Presently, the Department has submitted a funding request for a Small Grant Repair program which would be funded through a $50,000 appropriation at the May 2019 Annual Town Meeting to capitalize the fund. The Small Repair Grant Program is being introduced to provide assistance to moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons.

Other Planning Studies

Planning Studies currently underway and recently completed are as follows:

Land Use and Zoning Study for the Industrial-1 and Industrial Districts: Working with the Industrial sub-committee from the Council of Economic Advisors, residents, businesses and elected officials the goal of this effort was to bring together a zoning proposal to incent development in three industrial zones abutting 128. The districts were reviewed in terms of their use profile and dimensional requirements with associated changes to the noted parameters to encourage redevelopment at a more intense level. A consultant was engaged to respond to neighborhood concerns expressed during the Subcommittee's initial outreach. A build-out analysis, traffic impact study and elevation drawings were completed. Zoning implementing the vision was prepared and presented to numerous interested resident and business interest groups for feedback and comment. The Council of Economic Advisors issued a final report with its recommendations to the Board of Selectmen in the fall of 2017. The Selectmen reviewed the report and secured citizen input on the rezoning initiative and decided to proceed with only a portion of the recommended rezoning presently, namely, the Industrial-1 District located south of the MBTA right-of-way. The Planning Board is currently reviewing the study recommendations and zoning initiative for this district and anticipates that a zoning article for this area will be presented in accordance with the study recommendations at the May 2019 Annual Town Meeting.

Accessory Dwelling Units (ADU): There are no provisions to allow accessory apartments in Needham, although all neighboring communities allow them, as do most comparable municipalities in the state as such units are helpful in meeting a number of important policy objectives. The Needham Planning Board is currently exploring alternative approaches to providing for Accessory Apartments in Needham and anticipates a bylaw permitting such units will be presented at the May 2019 Annual Town Meeting. This effort is a follow-up to the Senior Friendly Housing in Needham study completed in 2017 and the Accessory Dwelling Report commissioned by the Board of Health and completed last year. The report, *Accessory Dwelling Units: A Report for the Needham Public Health Division* examined in some depth the experience of nine communities similar to Needham that have passed ADU bylaws. Their experiences, combined with recommendations from the Massachusetts Office on Energy and Environmental Affairs, are now serving as a guide as Needham assesses the impact of these bylaws on issues of importance to Needham, including cost, density, traffic, appearance, and meeting the changing needs of our residents.

Chestnut Street Corridor and Hartney Greymont Property at 433 Chestnut Street: The Planning Board is presently reviewing the zoning plan which was established for the Lower Chestnut Street area through the Chestnut Street Overlay District established in 2009 to determine if it is meeting its stated objective of establishing a pedestrian friendly streetscape

with multi-use development in the form of a traditional New England Village. Additionally, the Board is reviewing the Hartney Greymont property at 433 Chestnut Street and in particular the owner's redevelopment objectives for this key property. A preliminary site plan, elevation drawings, fiscal and traffic studies have been prepared for a 148 unit apartment complex at the site along with a draft zoning article which would implement the proposed redevelopment program. The Planning Board is currently reviewing the project proposal and draft zoning article and anticipates that a zoning proposal will be presented to the May 2019 Annual Town Meeting to facilitate multi-family development at this locale.

Rezoning Initiatives

In Fiscal Year 2018 the Planning Board offered eight major zoning initiatives as described below. Zoning articles prepared for presentation to the October 2017 Special Town Meeting are as noted below. All of the articles were adopted.

1. Amend Zoning By-Law–Map Change to Center Business District: This article describes the geographical area located at the intersection of Chestnut Street and School Street proposed to be changed from a Single Residence B District to a Center Business District. One parcel, namely the Police and Fire Station property, Parcel 56 on Assessors' Plan 47, that is currently zoned Single Residence B, is affected by this rezoning.

2. Amend Zoning By-Law–Floor Area Ratio and Lot Coverage Requirement for a Municipal Building or Structure in the General Residence District: This article amends the section of the Zoning By-Law that limits the maximum floor area ratio and the maximum lot coverage requirements for a municipal building or structure in the General Residence District. The amendment was offered in an effort to guide the planned reconstruction and expansion of the Needham Fire Station at the intersection of Highland Avenue and Webster Street. The amendment allows the Planning Board, acting as a special permit granting authority under site plan review, to issue a special permit in the General Residence District to increase the maximum permitted floor area ratio for a municipal building or structure up to 0.60 and the maximum permitted lot coverage for a municipal building or structure up to 25 percent. Currently in the General Residence District, the maximum floor area ratio for a municipal building or structure is capped at 0.30 and the maximum lot coverage for a municipal building or structure is capped at 15 percent.

Zoning articles prepared for presentation to the 2018 May Annual and Special Town Meetings are as noted below. Articles 1 and 2 were adopted. Articles 3 and 4 did not receive the required 2/3 vote to be adopted and Articles 5 and 6 were withdrawn.

1. Amend Zoning By-Law – Permitted Uses in the Neighborhood Business District: This article authorized by special permit apartment a multi-family dwelling use above the first floor in the Neighborhood Business District located at Central Avenue and Reservoir Street. Affordable housing was also required in larger scale mixed-use developments authorized under this amendment.

2. Amend Zoning By-Law –Map Change to Neighborhood Business District: This article rezoned the geographical area located between the Charles River, Reservoir Street and 100-

feet distant from the Central Avenue Layout from an Industrial District to a Neighborhood Business District.

3. Amend Zoning By-Law –Side and Rear Setbacks Adjoining Residential Districts: This article eliminated from the 50 foot setback requirement the portion of any residential district located within the Route 128/95 layout. Without the proposed change, certain commercial areas located along Route128/95 will continue to be subject to restrictions that limit development and diminish property values but serve no public purpose (i.e. there are no residences to protect with a 50 foot setback requirement). Accordingly, with the amendment the commercial properties along the layout would be subject only to the dimensional and setback requirements of the district in which they are located.

4. Amend Zoning By-Law –Marijuana Establishments: This amendment serves to prohibit all types of recreational marijuana establishments in all districts of the Town, including cultivation, testing, product manufacturing, retail and any other type of recreational marijuana-related business. The amendment does not affect any other aspects of the recent legalization of recreational and medicinal marijuana. Personal possession and use by adults of marijuana, growing a limited number of plants at home for personal use, and the ability of licensed and regulated Medical Marijuana Treatment Centers and Off-Site Medical Marijuana Dispensaries to locate in Needham are all unaffected by these changes.

5. Amend Zoning By-Law – Dimensional and Use Regulations in the Lower Chestnut Street Overlay District: This article seeks to expand the use in the Lower Chestnut Street Overlay District to allow multi-family dwelling units by special permit. It also establishes waivers to dimensional requirements. The Lot Area, Frontage and Setback Requirements would change by allowing the Planning Board to waive minimum lot area, minimum front setback, minimum lot frontage, and maximum front setbacks. In addition, the article allows for multi-family dwelling buildings only a 5 foot setback on lots abutting residential districts and the MBTA right-of-way. This article also proposes to increase the current foundational height requirements to an as-of-right 4 stories and 48 feet in height. It further allows the Planning Board to grant a special permit for height of up to 6 stories and 80 feet. This article allows for an increased FAR depending on the number of stories as-of-right instead of by special permit. Lastly, this article allows for multi-family dwelling only to have a minimum of one off-street parking space requirement per bedroom by right.

6. Amend Zoning By-Law –Map Change to Lower Chestnut Street Overlay District: This article describes the geographical area located directly to the south and the west of 433 Chestnut Street proposed to be placed in the Lower Chestnut Street Overlay District. Portions of both parcel 051-084 and the MBTA right-of-way shown on Assessors' Plan Number 45 are affected by this rezoning. The subject land is owned by the Massachusetts Bay Transportation Authority and is located within the Single Residence B zoning district. A total area of 2.876 acres, more or less, would be affected by this map revision.

FUTURE CHALLENGES

The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and

the Land Use and Zoning Plan for the Needham Crossing Business Center. As relates Needham Center, the State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the Department continues to work with major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Highland Avenue/Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the Needham Crossing Business Center District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

ZONING BOARD OF APPEALS

Jon D. Schneider, Chairman
Jonathan D. Tamkin, Vice Chairman
Howard S. Goldman, Member
Peter Friedenberg, Associate Member
Kathy Lind Berardi, Associate Member
Daphne M. Collins, Administrative Specialist

(from left to right)
Howard S. Goldman, Jonathan D. Tamkin, Jon D. Schneider, Kathy Lind Berardi, Peter Friedenberg

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

FY2018 STATISTICS

The Board of Appeals met eleven (11) times in FY2018. During those meetings the Board conducted thirty (30) hearings and listened to two (2) informal matters. The Board of Appeals received twenty (20) applications relating to Special Permits, one (1) application for a Variance and one (1) application for Appeal of the Building Inspector's Decision. Three (3) of these applications were withdrawn without prejudice and two (2) were denied. The Board issued eighteen (18) Decisions in FY2018 allowing or denying applications. The informal matters consisted of permit renewals, document reviews, and plan substitutions or corrections.

In FY2018, the Board of Appeals collected $5,400 in application fees.

HIGHLIGHTS

Both Board of Appeals' 40B Comprehensive Permits projects - *Modera Needham*, 700 Greendale (previously known as the Greendale Mews, 692-744 Greendale Avenue), and *Second Avenue Residences*, 275 Second Avenue - are currently under construction with occupancy anticipated in FY2019. Modera Needham is a 136-unit residential development consisting of 52 townhouses and 84 units in a multi-story building. 25% of the units are affordable. 2nd Street Residences is a 390-unit apartment complex. 98 of the units are affordable. The Division continues to manage the coordination of the multiple municipal stakeholders and the developer to insure compliance of the conditions issued in the Comprehensive Permits.

Modera Needham - 700 Greendale Avenue

In response to the newly adopted *Retaining Wall By-Law (6.11-6.11.5)*, the Division led the collaboration between the designated Boards (Zoning Board of Appeals and the Design and Review Board) to establish a reviewing process for retaining wall applications.

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Erik J. Tardif, Asst. Building Commissioner
Jim Grover, Local Building Inspector
Vacant, Local Building Inspector
Larry V. Di Bona, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
John J. Mc Gourty, Wiring Inspector
Vacant, Administrative Specialist
Lyn Heintz, Department Assistant
Sheila Whisler, Department Assistant

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

For public safety, The Massachusetts State Building Code also requires this department to inspect public buildings and place of assembly. This includes all:

- places of worship
- day care sites
- state group homes
- nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- public schools
- private schools
- school dormitory buildings
- apartment buildings
- hotels
- restaurants

All require inspections throughout the year to ensure that these structures comply with the building code for public safety, ingress and egress.

PERSONNEL CHANGES

- Henry Fontaine left his position as Assistant Building Commissioner to take a position in another community.
- Erik Tardif was promoted to Assistant Building Commissioner.
- Manny Rodrigues left his position to take a position working for the Town of Wellesley.
- Adrianne Banks left her position to take a position with a communication company.
- Lyn Heintz was hired as a Department Assistant II.
- Sheila Whisler was hired as a Department Assistant II.
- Christina Hooper retired after over 24 years of service for the Department.

FY2018 HIGHLIGHTS

- **4,692** permits issued
- **$2,259,771.00** collected in fees
- **11,280** inspections performed, plus emergency calls from Police and Fire
- **$228,318,161.00** spent by Needham property owners to construct or remodel
  - 1,358,913 square feet of construction to buildings and structures
- **Major Projects**:
  - Sunita L. Williams Elementary School
  - Beth Israel Deaconess Hospital Ambulatory Care Center
  - NBC Universal Media Center, 189 B Street

Activity Compared With Recent Years: Number of Permits / Fees Collected

	FY2015	FY2016	FY2017	FY2018
New Single Family Dwellings	85	104	92	84
New Two Family Dwellings	9	6	10	9
New Multi-Family	0	0	12	0
New Non-Residential Buildings	2	3	2	5
Demolitions - Residential	84	96	93	90
Demolitions- Non Residential	1	2	3	3

FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

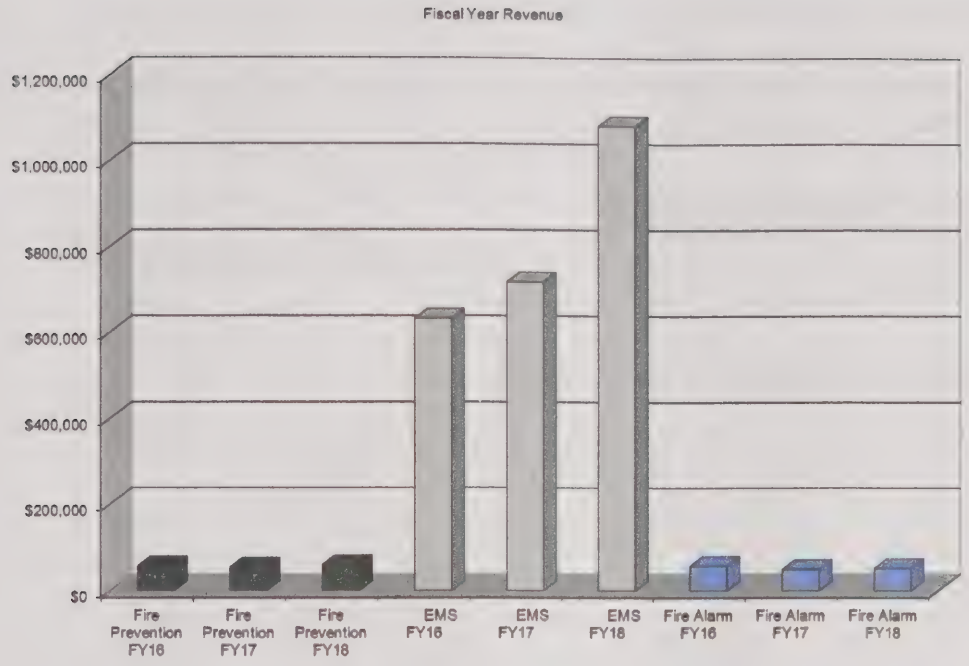
PURPOSE

The mission of the Fire Department is to provide the Town of Needham with an effective, well trained team of professionals to protect the lives and property of its residents. This mission is achieved through providing fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education.

FY2018 HIGHLIGHTS

- Firefighter Noah Farr resigned from the department in February to join the Boston Fire Department.
- In June, Firefighter John Longley retired after 31+ years of service.
- The department put 3 new vehicles into service, along with a new Horton Ambulance.
- We took delivery of a Polaris all-terrain vehicle to provide off road response and special event services.

- The department responded to 4,040 emergency incidents and 1,520 calls for non-emergency services.
- The Fire Inspectors made a total of 3,528 inspections, plan reviews and fire drills, while issuing 1,325 permits.
- As part of our wellness initiative, the department has a nutritionist working with all groups on an on-going basis. This year, Dana Harrison has been working with the groups to come up with healthy meals and snacks. In conjunction with our wellness program, several of our firefighters participated in stair climbs at Gillette Stadium, Harvard Stadium and a 43 story building in downtown Boston.
- The department, once again, received a Student Awareness of Fire Education (SAFE) grant in the amount of $4,308.00 and a Senior SAFE grant in the amount of $2,615.00. The SAFE grant provides us the opportunity to teach fire safety in the classroom, while the Senior SAFE grant gives us the chance to conduct home safety inspections for our seniors. We provide and install smoke and CO detectors free of charge, along with flashlights, nightlights and pot holders, as needed.
- Members of the department updated their skills and knowledge of the latest firefighting and EMS tactics by attending the Fire Department Instructors Conference in Indianapolis and the Professional Development Conference in Worcester. The Professional Development Conference was sponsored by the Fire Chiefs Association of Massachusetts.
- The Fire Chief, along with the Director of Health and Human Services, presented at the first Needham-Daxing-Beijing Medical Summit and Forum of Emergency Medicine in Daxing-Beijing, China.
- The Fire Department hosted medical personnel from our sister city of Daxing-Beijing, China to learn about our EMS services.
- In April, after completing five weeks of training, department personnel participated with the Needham Police Department in a four day Active Shooter/Hostile Event Response (ASHER) drill with live simunitions and mock victims.
- The department partnered with Needham High School students to put on the first ever bonfire pep rally just before Thanksgiving.
- The department provided several new building tours including the new apartment complex on Greendale Ave., *Modera*; the new Second Ave apartment complex, *The Kendrick*; and a tour of the new hotel, *Homewood Suites* on First Ave.
- Numerous in-house training programs were conducted including hose testing and ice sled rescue training.
- Two specialized training programs were held: HazMat Operational Level Responder and "Taking Action Against Cancer in the Fire Service". The HazMat course was a 24 hour course held in October and educated firefighters in basic defense strategies to safeguard their health when exposed to potential hazardous materials. This course was provided by the Department of Fire Services and included both classroom and hands-on training. The second special training program was also provided by the Massachusetts Department of Fire Services. This course, which was offered in May, covered various topics including how to reduce occupational cancer risk and how the non-profit Firefighter Cancer Support network can help firefighters cope with cancer.



POLICE DEPARTMENT

John J. Schlittler, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility. The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

POLICE DEPARTMENT EMPLOYEES

During the year the full time staff included a total of fifty-three employees. They included:

- 47 sworn police officers
- 5 public safety dispatchers
- 1 Animal Control Officer

- 2 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained seventeen traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2018

- Officer James Wise transferred to the Needham Police Department. Officer Wise had previously been an officer with the MBTA Police.

DEPARTMENT ASSIGNMENTS FY2018

- 272 child safety seats were installed by Officers Treggiari and DeSimone
- Officer Karl Harmon served as Community Service Officer.
- Officer Adrienne Anderson served as School Resource Officer.
- Officer Ryan O'Leary served as School Resource Officer.
- Officer Frank DeSimone was assigned as a Traffic Enforcement Officer.
- Officer Anthony Frongillo was assigned to the METROLEC Regional SWAT team.
- Motorcycle Officer Bayiates was assigned to the METROLEC Regional Mobile Operations Unit.

The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

Officers Palmer and Eldridge received MA Executive Office of Public Safety and Security Life Saving Awards.

TECHNOLOGY & PROJECTS FY2018

- The Police Department continued to develop and utilize new technology to improve the efficiency of the Department including Digital Headquarters. Digital Headquarters is software that allows officers to view and post various events, messages and information regarding incidents that have occurred. The Department's goal is to improve information sharing and improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.
- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety. The Departments also conducted Active Shooter/Hostile Event Response Training (ASHER Training). This training consisted of simulated active shooter training incorporating Needham Fire Personnel and student role players.
- The Department received funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 callcenter is based on the previous year's 911 call center volume. During FY2018 the Department was allocated $59,894.

The Department was also allocated $28,421 in 911 and Emergency Medical Dispatch training.

- The Department continued its involvement in the Community Crisis Intervention Team. The team is a community partnership with multiple agencies including the Board of Health and Fire Department. The primary objective is to promote communication and enhance the response of public and private agencies when summoned to intervene with individuals who are mentally ill, developmentally disabled or experiencing trauma in their lives. Officers Wise, Harmon, Bayiates, and Forte received specialized training as team members.
- The Department also completed the International Chiefs of Police "One Mind Pledge". The Pledge established a partnership with a community mental health organization and trained all staff in mental health first aid.
- The Needham Police Department, in collaboration with Needham Youth and Family Services, offered a week-long Junior Police Academy for rising 7th and 8th graders. This program was offered free of cost and was held at both the Pollard Middle School and the Needham Police Department. Students participated in K-9 demonstrations by the Norfolk County Sheriff's Department, a METROLEC SWAT presentation and obstacle course, and a tour of the Massachusetts State Police Marine Unit. Other activities included simulated traffic stops, recreated crime scenes, and handcuffing practice. In addition, students had the opportunity to meet multiple Needham Police Officers. At the end of the week, students and their families gathered at the Needham Police Department for a graduation ceremony and each student was presented with a graduation certificate by Chief Schlittler.

FY2018 Activity compared with recent years

Category	FY2016	FY2017	FY2018
Calls for Service	31462	42217	48098
Incident Reports	1887	1514	1741
Larceny	185	186	162
Vandalism	57	56	42
Breaking and Entering	23	9	15
Assaults	48	44	45
Drug Violations	26	31	36
Operating under the Influence	15	25	20
Adult Arrests and Complaints	293	281	354
Juvenile Arrests & Complaints	38	20	4
Traffic Violations	3519	5529	5203
Accidents Reported	461	456	463

The distribution of illicit drugs in Town continues to be a major concern of the Police Department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships. Department

representatives attend quarterly Norfolk County meetings held by District Attorney Morrissey in an exchange of information and investigative techniques regarding the opioid crisis.

- The number of reported breaking and entering cases increased from the previous fiscal year.
- Reported assaults increased this year from 44 to 45.
- Adult arrests and complaints increased from the previous year. Juvenile arrests and complaints decreased.
- In FY2018 the Department received $13,800 in false alarm fees.
- In an effort to keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 818 pounds of unwanted medication in FY2018.

MINUTEMAN HIGH SCHOOL

Minuteman High School Named 2018 National Blue Ribbon School by U.S. Department of Education

Minuteman High School has been named a 2018 National Blue Ribbon School by the U.S. Department of Education. The announcement of all 349 public and private school honorees was made on October 1, 2018 by U.S. Secretary of Education Betsy DeVos.

Minuteman is the sole vocational high school in the State to be accorded this award. Abington High School and Swampscott High School are the other Massachusetts schools that earned this recognition.

According to a U.S. Department of Education press release, National Blue Ribbon Schools earn that designation by excelling in one of two performance categories - either as Exemplary High Performing Schools or Exemplary Achievement Gap Closing Schools, "which are among their state's highest performing schools in closing achievement gaps between a school's student groups and all students over the past five years."

All three National Blue Ribbon Schools from Massachusetts, including Minuteman, were cited for being Exemplary Achievement Gap Closing Schools.

An awards ceremony for all of this year's National Blue Ribbon Schools will be held at the Omni Shoreham in Washington, D.C., on November 7 and 8, 2018.

Minuteman has previously been acknowledged for academic excellence and for significantly closing achievement gaps. Just a few months ago, on April 5, 2018, Minuteman was named a Massachusetts Commendation School by the Massachusetts Department of Elementary and Secondary Education for being outstanding in those two categories. Governor Charles D. Baker presented Dr. Bouquillon with a plaque honoring the school at a State House ceremony.

Minuteman High School Sees Improvements in 2018 MCAS Scores

2018 MCAS results released by the Department of Elementary & Secondary Education showed Minuteman students made marked improvement in their performance on the English Language Arts (ELA) exam. Compared to the year prior (2017), the percentage of Minuteman students who scored "Advanced" increased by 7% and the number of students who scored "Proficient" increased 11%. The number of students who were in the "Needs Improvement" category fell 17% while the number of students in the "Failing" category dropped 1%. This shows a clear positive shift in performance levels across all categories.

On the Mathematics exam, Minuteman students showed a positive shift from the number of students who scored "Advanced" in 2018 (48%) in comparison to the 2017 scores (45%). This population of students showed a positive movement from the "Proficient" category to "Advanced" while the population of students in the "Needs Improvement" and "Failing" category remained the same.

MCAS Biology saw a small decline in the number of "Advanced" students and an equal shift into the "Proficient" category. The population in the "Needs Improvement" category stayed the same and there was a small increase in the number of students who were in the "Failing" category (2%).

On the MCAS Chemistry exam, 74% of Minuteman students scored in the "Advanced" category over 37% compared to 2017. That is an increase of 37%. This was a strong positive trend towards the "Advanced" category with 21% scoring proficient making the "Advanced + Proficient" rating 95%.

Minuteman Building Project Continues To Moves Towards Completion in the Fall of 2019

The Minuteman High School building project has reached another major milestone.
In ceremonies attended by hundreds of students, dignitaries and Minuteman supporters, Gilbane Building Company used a 185-foot crane to lift the final steel beam into place over what will become the new high schools's main entrance. Erection of the 24-foot beam – painted white and signed by students, teachers, elected officials, and well-wishers – marked completion of the steel structure of the building. The Topping Off Ceremony is a traditional builders' rite marking the point when the final steel beam is lifted into place at a construction site. A small tree or leafy branch along with an American flag was tied to the beam to represent good luck and to demonstrate patriotism.
Despite some challenging weather over the fall and winter, the Minuteman project remains on schedule and on budget. Students are scheduled to start classes in the new building in the fall of 2019, more than one (1) full year ahead of estimates initially given to the member towns.

Minuteman High Schools awarded $495,000 State Grant to Expand its Metal Fabrication and Welding Programs

Minuteman High School secured a $495,000 state grant to update and expand its Metal Fabrication & Joining Technologies (Welding) program. The grant award was announced by governor Charles Baker on June 21 and is one of three successful grant applications that have been submitted by Minuteman which have brought nearly $1.5 million to Minuteman over the last 2 years.

This grant will be used to modernize and expand the metal Fab and Welding program and allow high school students and adults to train on modern, industry-standard equipment. The funds will be used to purchase Virtual Welding Trainers, Multi-Process Inverters, a Guillotine Shear, Press Brakes, Bending Brakes, a Drill Press, a Punch, and a five-foot Power Roll.

High school and middle school students will use the equipment during the regular school day. "Gap year' students, incumbent workers, and unemployed adult will use the equipment during the evening in programs run by Minuteman and by Wentworth Institute of Technology. Graduate will enhance their technical skills and more easily secure jobs as welders, metal fabricators, and machinists in the region's defense, manufacturing, STEM/medical device, and power-generation industries.

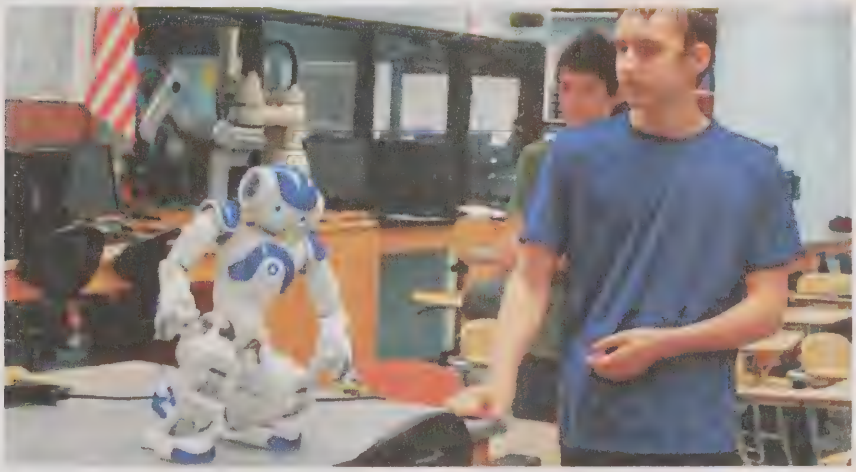
Minuteman Technical Institute Launches New Evening Post-Secondary Programs

Minuteman Technical Institute (MTI) is launched new evening post-secondary programs for adults on October 1, 2018 including Advanced Manufacturing, Culinary, Electrical and Metal Fabrication and Joining (Welding).

Each program is ten-months long, features 700 to 900 hours of instruction, and is aimed at preparing high school graduates taking a gap year as well as adults who are changing careers for these four high-wage, in-demand professions.

This program will run from October 1, 2018 to August 15, 2019.

MINUTEMAN
HIGH SCHOOL REVOLUTIONIZED



NEEDHAM PUBLIC SCHOOLS

Needham School Committee
Aaron Pressman, Chair
Michael J. Greis, Vice Chair
Connie S. Barr
Heidi C. Black
Andrea Longo Carter
Susan B. Neckes
Matthew Spengler

NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The core values of the Needham Public Schools are:
Scholarship, Community, Citizenship, and *Personal Growth*

NEEDHAM PUBLIC SCHOOLS SYSTEM-WIDE GOALS

Goal One: Advance learning for all students - To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging, creative, and rigorous learning experiences that are grounded in clearly defined standards.

Goal Two: Develop social, emotional, wellness, and citizenship skills - To ensure students develop the knowledge and skills that empower healthy, resilient, engaged, and culturally proficient citizens who act with integrity, respect, and compassion.

Goal Three: Ensure infrastructure supports district values & learning goals - To develop, promote, and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.

THE SCHOOLS

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative,

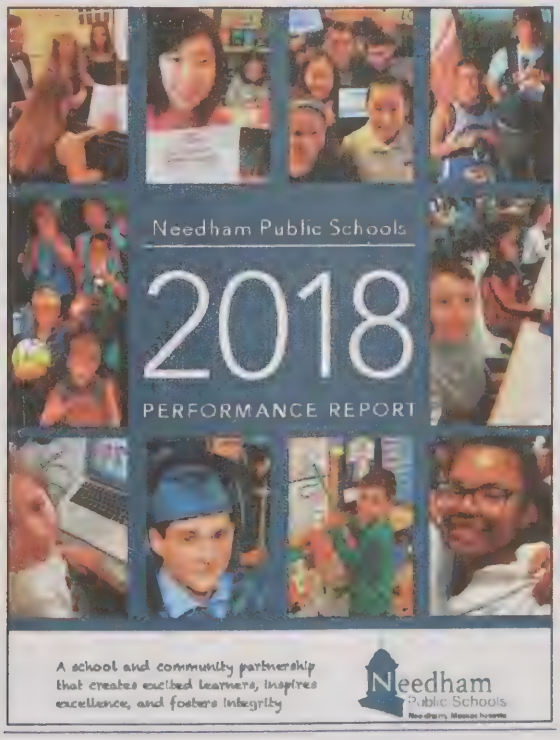
consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for a single community to provide by itself.

During the 2017-2018 school year Needham enrolled 5665 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 92 out of district students. The enrollment breaks down as follows:

Preschool	83
Elementary	2593
Middle School	1304
High School	1685
Out of District Special Education Placements	92

PERFORMANCE REPORT

In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2018 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The entire publication is available to view on the Needham Public Schools website under Recent News and Updates. www.needham.k12.ma.us.



HEALTH AND HUMAN SERVICES

Timothy Muir McDonald, Director

On January 1, 2017, the Needham Departments of Public Health, Aging Services, Youth and Family Services, and Veterans Services were joined under the umbrella of the Department of Health and Human Services (DHHS). With the formation of DHHS, the newly designated "divisions" have been able to coordinate the delivery of services and collaborate on new programs and grant applications more seamlessly than before the merge. Among the new initiatives during fiscal year 2018, were:

- New programs, such as Safety at Home, a joint effort of the Aging Services Division and the Public Health Division;
- Department-wide training on topics such as leadership, communication, and multi-tasking;
- New DHHS-wide policies and procedures;
- Moving Needham toward becoming an Age-Friendly Community.

The following pages include program summaries from each of the Divisions.

AGING SERVICES DIVISION

Council on Aging
Colleen Schaller, Chair
Penny Grossman, Vice Chair
Ed Cosgrove, PhD
Gary Crossen
Carol deLemos
Dan Goldberg
Helen Gregory
Tom Keating
Susan Mullaney
Sandra Prinn
Lianne Reich
Mary Elizabeth Weadock

Department Manager
LaTanya Steele, Director of Aging Services

Division Staff
Danielle Arenda, Administrative Assistant
Dylan Copley, Van Driver
Elwyn Cotter, Van Driver
Kerrie Cusack, LICSW, Social Worker
Steven DeCosta, Van Driver
Stacey Fallon, Admin Office Support Specialist
Kathleen Grant, S.H.I.N.E. Assistant Program Coordinator
Stephane Grably, Transportation Program Coordinator
Clif Holbrook, Building Monitor
Aicha Kelley, Program Coordinator
Kristen Lindley, LCSW, Social Worker
Maryanne Messenger, Van Driver
Constance McKinnon, Van Driver
Yustil Meija, Senior Custodian
Jessica Moss, LICSW, Social Worker
Tom Watson, Van Driver
Kathy Worhach, S.H.I.N.E. Program Coordinator

PURPOSE

Often referred to as The Needham Council on Aging, the Aging Services Division is located at The Center at The Heights (CATH) at 300 Hillside Avenue. The Aging Services Division is responsible for serving Needham residents aged 60 and older, and their families. The Division is governed by the 12-member Council on Aging appointed by the Select Board. In addition, feedback and support is provided by an Advisory Board comprised of regular participants in programs and services at CATH.

The mission of the Aging Services Division is to respond to Needham's older residents' needs by providing a welcoming, inclusive, and secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth and knowledge. The division fulfills its mission as a true community partner by delivering programs and services in a variety of places throughout the town.

The goals of the Aging Services Division are:

- To offer educational opportunities, workshops, and a range of intergenerational activities designed to meet the social, cultural, recreational, and informational needs of older adults;
- To offer and support programs designed to meet the transportation needs of older residents;
- To operate a welcoming, comfortable multi-purpose center for older residents;
- To identify and assist older citizens and their concerned families and friends in need of services and information;
- To provide information regarding programs, services, and opportunities designed to meet the diverse needs of older adults and to refer for specific help as needed;
- To provide opportunities for volunteer service both within CATH and at other community agencies, thereby utilizing the talents, experience, and energy of older adults;
- To serve as a model for community affirmation of the dignity, wisdom, and experience of older adults;
- To serve as an advocate for issues of concern to older adults;
- To support wellness programs, such as exercise classes, clinics, lectures, workshops, and support groups tailored to address the health needs of older Needhamites.

Funding for the Aging Services Division comes from the Massachusetts Executive Office of Elder Affairs, the Friends of Needham Elderly, private donations, and grants in addition to the funding provided by the Town of Needham.

Aging Services offers most programs and services at the Center at The Heights, including:

- Outreach and counseling services
- Transportation
- Daily meals
- Information and referral
- Health benefits counseling
- Volunteer opportunities
- Creative and social classes
- Educational programs
- Special events and trips
- Drop-in center for socialization
- An exercise center and exercise classes
- Live and film entertainment

- Health & wellness info and screening

Advocacy is provided for Needham's aging population routinely on the local, regional, state, and national levels, to assure that needs and interests are being met and that the quality of life for our residents is at an optimal level.

FISCAL YEAR 2018 HIGHLIGHTS

- The programming at the Center at the Heights expanded considerably in FY2018. The Aging Services Division offered new exercise programs, including Better Bones, NIA (a sensory-based movement practice), Pilates, barre, line dancing, archery, and Zumba.
- Evening programs were expanded allowing for pool, ping pong, book groups, meditation, and a speaker series.
- Aging Services offered well-attended field trips to Fenway Park and to the WWII Museum.
- Health and wellness programming included health screenings for skin cancer, fall prevention, and hearing. The Dana Farber Mammography Van came to CATH to provide breast cancer screening.
- The hot breakfast program provided food to more than 700 people.
- CATH has a full calendar of speakers, musicians, magicians, comedians, thespians, and poets who entertain and inspire the participants at the CATH.
- Fiscal year 2018 saw a continued trend of increasing demand for transportation services. During this time period, the service provided 10,279 rides (compared with 9,856 rides in FY17 and 8,948 in FY16). There were 201 participants in FY18.

- A survey of Center participants indicated a high degree of satisfaction, with nearly 90% of participants reporting that they found programs to be interesting and informative. Participants did say, however, that they would like more programs on technology, math, and finances.
- The Aging Services Division partnered with the Needham Art Association to have monthly art showings at CATH.
- Front desk volunteers have been trained in CATH software systems, thus increasing their contributions to the operations at CATH.
- Community education programs included social coffee events with Needham Police, Assessor, Town Clerk, and Park & Recreation. Other events included visits from Representative Joe Kennedy and Governor Mike Dukakis. There was also a gun safety forum and "Office Hours" with Senator Richard Ross and Representative Denise Garlick.

- CATH hosted several parties, including Mocktail Party on the Roof, a Valentine's Day Dance, and a Cinco De Mayo Party among others.
- Support dogs visit the Center regularly and brighten the days for CATH participants.
- Youth Volunteer, Alex Shigueta, was honored by the Friends of the Center at the Heights.
- The Social Services team had a host of highlights during fiscal year 2018:
    - An additional social worker was hired for 30 hours per week.
    - Bi-weekly legal clinics were initiated with an attorney from the MetroWest Legal Clinic.
    - A caregiver support group met monthly and to provide respite care for loved ones.
    - Social Services worked alongside the Public Health Division on a needs assessment with residents at the Needham Housing Authority.
    - Social workers facilitated a 6-week mindfulness seminar at Needham Housing Authority.
    - A bimonthly newsletter was published, called *Wellness for the Wise*, featuring relevant psychosocial topics.

- Social Services facilitated an MBTA Charlie Card Drive which drew approximately 80 people to register for Senior Charlie Cards.
- Social Services collaborated with the Public Health Division to launch the Safety at Home Program. This service offers home safety assessments in residents' homes with the goal of reducing falls.

PUBLIC HEALTH DIVISION

Elected Board of Health Members
Kathleen Ward Brown, ScD (starting mid-April 2018)
Edward V. Cosgrove, PhD (Vice Chair)
Stephen Epstein, MD, MPP
Jane Fogg, MD, MPH (Chair) (through mid-April 2018)

Department Manager
Timothy Muir McDonald, MPA,
Director of Health & Human Services

Division Staff
Diana Acosta, MPH, Environmental Health Agent
Stephanie Argetsinger, Environmental Health Intern
Rachael Cain, MPH, Public Health Specialist
Donna Carmichael, R.N., Public Health Nurse
Catherine Delano, MPH, LCSW,
Senior Substance Use Prevention Program Coordinator
Monica DeWinter, MPH,
Substance Use Prevention Support Assistant
Maryanne Dinell, Traveling Meals Coordinator
Maureen Doherty, Program Support Assistant
Kerry Dunnell, MSW, Special Assignment Support
Tara Gurge, R.S., MS., Assistant Director of Public Health
Brian Flynn, R.S., Environmental Health Agent
Summer Koop, Substance Use Prevention Intern
Karen Mullen, MBA, Substance Abuse Coordinator
Alison Paquette, R.N., Public Health Nurse
Rebecca Ping, MS, Emergency Management Administrator
Carol Read, M.Ed., CAGS,
Senior Substance Use Prevention Program Coordinator
Emily Sanders, Substance Use Prevention Intern
Lynn Schoeff, M.Ed.,
Healthy Aging and Special Project Support
Karen Shannon,
Substance Use Prevention Support Assistant
Dawn Stiller, Administrative Coordinator
Roxanne Taylor,
Domestic Violence Action Committee Intern
Tiffany Zike, R.N., MPH, Public Health Nurse

PURPOSE

The Needham Public Health Division is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The Division is responsible for disease prevention and control, health and environmental protection, and promoting a healthy community. This includes protecting the public health and social well-being of all Needham's residents, especially the most vulnerable.

The Board of Health, which oversees the work of the Public Health Division, is comprised of three members who are each elected for a three-year term. It serves as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection and has the legal authority to set policies and make regulations to protect the public and environmental health. Following are descriptions of the work and accomplishments of the programs within the Division.

FY2018 HIGHLIGHTS

Public Health Nursing

The Public Health Nurses investigate communicable diseases within the community, offer advocacy, consultation, counseling, outreach, case finding, health promotion, screening, and immunizations. The nurses provide residents and town employees with education and the opportunity to adopt healthier lifestyles through wellness clinics and blood pressure checks, nutritional and other health related counseling, and education on communicable disease, personal illnesses, and disease prevention.

Immunizations

	FY17	FY18
Influenza Doses Administered	674	522
Other Immunizations Administered	24	26

Screening Programs

	FY16	FY17	FY18
Employee Wellness	1028	954	1077
Employee Education and Training	188	258	849
Police Weight Screening	33	43	40
Wellness Clinics - Visits	31	169	148

Outreach to Town employees and residents is increasing through seasonal trainings and education on issues such as mosquito and tick-borne diseases as well as *How to Stay Healthy* education. The focus of these programs is to keep our community updated and educated on the constant changes in public health.

Assistance and Human Service Programs

Public health nurses work with the Salvation Army Program, *Gift of Warmth* and the *FRIENDS* program to assist Needham residents who meet specific financial criteria, with payment towards heating and electric bills.

	FY17	FY18
Coordinate Local Assistance (families)*	57	64
Federal Energy Assistance (families)	46	34
Salvation Army (families)	0	5

**Funds and services contributed by local human service agencies and houses of worship.*

Community Education

Community education and outreach has been a priority focus in FY '18. Education was provided through *Lunch and Learn* presentations at the Center at the Heights, educational tables held at community events, and educational demonstrations held for employees and community members. Topics for these events have included:

- Emergency preparedness, including emergency preparedness for seniors, and *Stop the Bleed Until Help Arrives* training;
- Lunch and Learn sessions included marijuana education, educational posters at the Center at the Heights, presentations to local clubs such as the Rotary and local sports groups;
- Educational boards at community events including *Right Info Right Time*, domestic violence awareness at the Needham Street Fair, and a fall prevention awareness program.

In fiscal year 2018, concussion education and awareness, including continued work to establish a concussion protocol for community sports, was a major portion of the Public Health Nurse role. This included working with other Town agencies to create a streamlined process, discussing and changing the regulations to meet the needs of the Town and sports organizations, and information updates to sports organizations.

Traveling Meals Program

The Traveling Meals Program delivers nutritious meals to homebound Needham residents who have physical or cognitive limitations that impede their ability to shop or prepare food, who live alone without family or homemaker support, and who are unable to drive.

Through a unique partnership with the Public Health Division, Beth Israel Deaconess Hospital Needham prepares and supplements the cost of meals. Springwell Elder Services supported the program in FY18 with over $30,000 to cover the cost of serving clients with very limited resources.

Additionally, the *Friends of the Needham Board of Health and Traveling Meals Program* donated, over $3,600, making it possible for residents who do not qualify for free meals to have their meals delivered at a reduced rate.

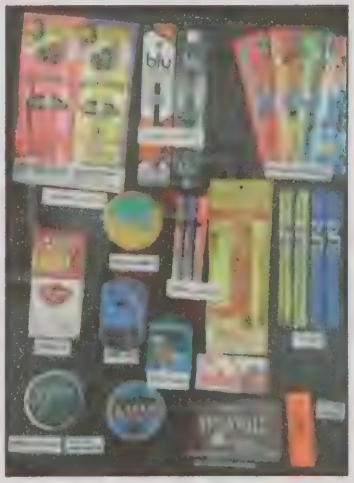
Volunteer drivers deliver lunch and dinner daily. These generous volunteers are retirees, representatives of local businesses, or students and have donated over 4,000 hours over the past year to assemble and deliver meals.

In fiscal year 2018, 80 residents participated in the Traveling Meals Program and over 7,000 two-meal packages were delivered. Some residents received meals for two weeks while others have been in the program for many years.

Environmental Health

The highest priority of the Environmental Health Unit is to protect the public's health through the implementation and enforcement of State and Federal regulations and local laws to assure compliance with environmental quality standards. The Environmental Health agents enforce regulations enacted by the Needham Board of Health, the State Sanitary Code, the Massachusetts Department of Environmental Protection regulations, and Right-to-Know laws. The Environmental Health Unit monitors and regulates a wide range of businesses and establishments including food service, housing, swimming pools, and many other activities described below.

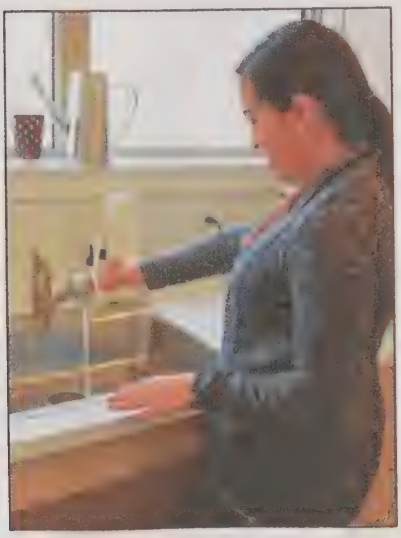
Environmental Health (EH) work is determined by legal mandate; resident complaints; certain license and permit requirements; and all sorts of inquiries. The EH agents license and conduct inspections of all retail food service establishments (including mobile food vendors), tobacco vendors, public and semi-public pools and special purpose pools, a bottling company, body work establishments, and establishments that use sharps. They also issue temporary food event permits and conduct inspections at outdoor food events (annual fairs, carnivals, and the seasonal farmers market, etc.)



The agents also review proposed plans and conduct inspections of new and upgraded Title V septic system installations and repairs. They conduct the following activities: inspect Chapter II sanitary housing units; review subdivision plans (for off-street drainage bond release requests); special permit reviews for the Planning and Zoning Departments; and follow-up on a variety of complaints (food, nuisance, housing, and tobacco).

The EH agents review the following: new and renovated food establishment design plans; additions and renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler and installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits, working with the Animal Control Officer in conducting inspections and quarantining animals as needed.

Tobacco compliance checks are conducted, in coordination with the Needham Police Department, every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.



The Environmental Health agents work closely with State inspectors and other Town departments in providing environmental risk assessment and control. They collaborate with the Massachusetts Division of Professional Licensure and the Needham Police Department in conducting routine spot check inspections of local bodywork and massage establishments. They also work with the police on conducting spot checks of the medical marijuana dispensary. In addition, to ensure environmental quality, the agents respond to environmental emergencies such as oil leaks, fires, and sewer backups.

Another important priority is to improve community awareness of public health issues. EH agents work to reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable public service announcements, on-site trainings, and by providing pamphlets and links to State and Federal websites with up to date public health information. They are involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Food Allergy Training, CPR Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc.).

Inspections and Reviews

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

Inspections

	FY16	FY17	FY18
Carbonated Beverages	1	1	1
Food service: inspections, routine & complaints	447	597	630
Chapter II housing inspections and follow-ups	18	14	14
General nuisance complaint follow-ups	44	45	42
Title V septic system inspections, plan reviews, and home additions & misc.	116	104	119
Title V septic systems installations	23	5	5
Swimming pool inspections	9	13	13
Demolition reviews	110	112	105

	FY16	FY17	FY18
Tobacco compliance: Checks, complaints and inspections	77	61	70
Hotel permits	3	3	3

Licenses and Permits

	FY16	FY17	FY18
Animal Permits	16	17	19
Bottling Plant Licenses	1	1	1
Bodywork Establishment Licenses	3	4	6
Bodywork Practitioner Licenses	10	13	22
Food Establishment Licenses	176	177	171
One-Day & Temporary Event Permits	107	158	163
Mobile Food Licenses	9	15	13
Septage and Grease Hauler Permits	29	24	24
Sharps Hauler	2	2	2
Subsurface Sewage Installer Permits	9	11	9
Tobacco Sales Permits	13	12	11
Disposal of sharps permits	10	9	9
Well Permits	6	7	2
Trash/Waste Hauler Permits	30	26	26

Substance Use Prevention

The Needham Public Health Division has three programs focused on substance use prevention: Substance Prevention Alliance of Needham (SPAN); Students Advocating for Life without Substance Abuse (SALSA); and Substance Abuse Prevention Collaborative (SAPC) with its partners in Dedham, Norwood, and Westwood.

Substance Prevention Alliance of Needham (SPAN)

The coalition incorporates a collaborative, community based, and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action, SPAN decreases the risk factors and increases the protective factors associated with substance use to enhance the health and safety of Needham's youth.

The SPAN staff organized many events in fiscal year 2018. Among them were:

- Conducted a pair of parent book group discussions about *Please Stop the Rollercoaster*, by Sue Blaney, which is a guide for parents to navigate adolescent children and their challenges with substance use and misuse.
- Organized a connection and discussion group called Team DAD for male parents or guardians to discuss challenges and proven strategies to support their children.
- SPAN organized a powerful presentation called Hidden in Plain Sight in March 2018. The event recreates a teenager's bedroom with many indicators of possible substance use.

- In March 2018, SPAN sponsored a community presentation called, *Vaping Explained* to discuss the widespread use of electronic cigarettes among Needham youth. 126 people attended this event.
- In March 2018, SPAN sponsored a talk by Dr. Paula McEvoy, a Needham pediatrician, and a young adult in recovery about opioid addiction. The presentation, *Opioid Addiction: Facts and Faces*, was attended by 42 people.
- In January 2018, SPAN sponsored a workshop about addition from a unique perspective. The workshop, *A Dose of Reality: The Pharmacist's Role in Pain Management and Addiction*, was led by anesthesiologist Dr. Antje Barreveld and pharmacists Michele Matthews from Newton-Wellesley Hospital, and was attended by 29 people.
- SPAN once again partnered with a Needham High School Graphic Design teacher on student-designed posters with substance use educational messages.
- SPAN conducted a monthly campaign with messages geared toward parents of students in grades k-12. The articles were written by local subject matter experts. Subjects included: wellness; friendships; conflict resolution; mindfulness; social media; technology; healthy eating; and emotion coaching for Dads.
- SPAN staff members played a key role in developing a diversion program at Needham High School. The program offers youth substance use offenders an alternative to punitive measures through individual and family counseling and community service.

SALSA -- Students Advocating for Life without Substance Abuse

SALSA is a club at Needham High School that trains older students (primarily juniors and seniors) about the dangers of substance use and misuse, along with developing their abilities as peer educators. Once trained, the High School students present to every 8th grade student in the Pollard Middle School about the dangers of substance use, the situations in which students may be pressured to use substances, and how to employ refusal skills when confronted with peer pressure to use substances in social settings. The SALSA program highlights include:

- Over 136 Needham High School SALSA students volunteered a total of 448 hours in the Needham community supporting substance use prevention initiatives.
- SALSA students taught refusal skills to all 8th grade students at Pollard Middle School (over 450 students)). Eighth Graders can use the refusal skills in any high-risk situation including drug or alcohol use, cheating, stealing, or bullying.
- SALSA students participated in the Norfolk County District Attorney's fall and spring Leadership Training Programs winning the 2018 annual *Team Rival* competition.
- SALSA students participated in the District Attorney sponsored *Distracted Driving Awareness* campaign. Students developed a local contest to encourage Needham High School students to take a distracted driving quiz for a chance to win Dunkin Donuts gift cards. Over 130 NHS students participated.

SAPC – Substance Abuse Prevention Collaborative

SAPC is a regional grant program with Needham as the host for a region that includes Dedham, Norwood, and Westwood. Funded by the MA Department of Public Health, the SAPC grant includes collaboration between public health and law enforcement to prevent underage alcohol use through vendor education and training, community education, and policy change.

Do you want to improve your home health and safety?
Participate in the Safety at Home Program!
By participating you will receive:
• A free home safety assessment
• Connections to local resources
• Free home goods to improve safety
• Chance to enter a $50 gift card raffle
If you're a Needham resident age 60 or older, contact the number or email below to enroll.
(781) 455-7555
rgreenberg@needhamma.gov

Safety at Home Program

The Public Health Division received a $20,000 grant from the MetroWest Health Foundation to create and implement the Safety at Home Program. The program aims to reduce falls among Needham's older adults and help them continue to live independently. During FY18, the Division:

- Created a program to provide in-home safety assessments to Needham's seniors; and
- Trained staff members to conduct home assessments.

VETERANS SERVICES DIVISION

Division Staff

Sarada Kalpee,Director of the West Suburban Veterans' District
William Topham, Care of Graves

The West Suburban Veterans' Services District (WSVD) includes the Towns of Needham, Wayland, Wellesley, and Weston. The main office is centrally located in the Wellesley Town Hall. There are satellite offices in each town in order to provide services. Office hours for Needham are every other Monday from 10am – 5pm and Thursday from 9am-12pm at the Center at the Heights and 12pm-5pm at Needham Town Hall. Veterans and their families are welcome to contact the main office in Wellesley for inquiries or to schedule an appointment by calling (781) 850-5504. The WSVD Board is comprised of a total of four members with one designee from each community. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements.

NEEDHAM VETERANS SERVICES DIVISION

The WSVD Director is Ms. Sarada Kalpee who has served in the U.S. Army Reserves since 2002 and currently holds the rank of Sergeant First Class. In 2013 she was deployed to Afghanistan as part of Operation Enduring Freedom, where she served for 12 months as a Senior Mechanic. More recently, Ms. Kalpee has served as a Veterans' Service Officer for the City of Boston. Ms. Kalpee's personal understanding of veterans' needs and her growing knowledge of the services available through the Massachusetts Department of Veterans Services, the U.S. Department of Veterans Affairs, and other entities will be of tremendous value to the veterans in our District.

Ms. Kalpee in her role as Director is responsible for the provisions of all veterans' services across the District. This work includes outreach to veterans' and their families, assistance with filing of claims benefits, certification of applicants' eligibility, management of the business affairs of the District and the supervision of staff along with many other duties. The District is

very pleased with the work Ms. Kalpee has performed in her two years she has been with us, and look for even more programs and services being offered to our veterans' and their families.

Ms. Sally Rose continues to provide administrative support to the District and serves as a key member of the team providing services to veterans and veterans' families. Director Sarada Kalpee and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provided assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintained a depository of discharges and records of veterans.
- Oversaw the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Needham Town Hall. We were able to provide them with flags, holders and markers for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

FY2018 HIGHLIGHTS

- During fiscal year 2018, $20,701.56 in Chapter 115 Benefits was provided to Needham resident veterans.
- Expanded outreach efforts to the Veterans within the community with the partnership of St. Joseph's. The children wrote letters to the Veterans in the community, which were handed to the Veterans of Foreign Wars Post in Needham.
- Assisted veterans in accessing VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Visited many veterans and their families at their homes or skilled care facilities.
- Aided veterans in obtaining various benefits provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Supported the Norfolk County RSVP program where volunteers drive veterans to medical appointments and other RSVP sponsored services.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Conducted numerous pinning ceremonies for our Needham Veterans at assisted living facilities.
- Supported American Legion Post # 14 and VFW Post # 2498 activities.

Coordinator of Ceremonies

Mr. William Topham, is the Town's Care taker of Graves and Coordinator of Ceremonies, he is responsible for Graves Registration activities, Memorial Day ceremony and Veteran's Day observation. Mr. Topham works closely with Director Kalpee in the coordination and operation

of the Memorial Day ceremony and Veteran's Day observation and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfilling the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- Ensuring that all veteran's graves in Needham and St. Mary's cemeteries are maintained, are cared for, and are free of debris.
- Ensuring that veterans who die without funds are properly interred.
- Organizing, coordinating, and participating in the Memorial Day Ceremony and Parade as well as the Veteran's Day Observance.

Care of Graves

- Placed over 2,300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Organized and participated in the Memorial Day Parade and Ceremony.
- Assisted with the Purple Heart Recognition Day on August 7, 2018.
- Organized and led the Veterans' Day Observation on November 11th.
- Increased community participation at the veterans related ceremonies and observances.

Purple Heart Community

As part of a continued effort to honor the men and women of the town who have served bravely in the Armed Forces, at their July 21st, 2015 meeting the Needham Board of Selectmen accepted a recommendation for the town to become a Purple Heart Community. Members from the Military Order of the Purple Heart (MOPH) presented the Purple Heart Community resolution. Senator Rush, Senator Ross, and Representative Garlick were in attendance and presented a Proclamation on behalf of the Commonwealth of Massachusetts. In recognition of Purple Heart Day each year on August 7th the Purple Heart Flag will be flown at Town Hall and Memorial Park.

Veterans Organizations

American Legion Post # 14 and VFW Post # 2498 each hold monthly meetings to discuss veteran's functions and topics. In addition, these meetings address other Veterans issues and concerns. A primary goal of these organizations is to offer their continued support and participation to the Needham community.

The Director is a member of the Massachusetts Veterans Service Officers Association of the Commonwealth of Massachusetts, Volunteer member for the United Service Organization New England and a board member on the Governors Veterans' Advisory Council Board.

YOUTH AND FAMILY SERVICES DIVISION

Youth Commission Board
Julie Stevens, Chair
Kevin Keane, Vice Chair
David Bookston
Jack Cruickshank
Karen Mullen
Shayan Raza
Susan Patkin
Vincent Springer

Department Manager
Katy Colthart, LICSW

Division Staff
Maria Papantoniou
Ben Aronson
Carolyn Tracey
Caitlin White
(Graduate Program Intern)
Nicole Luca
(Undergraduate Program Intern)
Katie Mullen
(Undergraduate Program Intern)

PURPOSE

The mission of Needham Youth & Family Services is to provide leadership and a community focus on emotional, social, and psychological challenges facing youth and families and to promote community wellness by: identifying and addressing youth and family needs; advocating for youth and family interests; partnering with other youth and family serving agencies; developing and implementing quality programs and services; and educating and communicating with the public regarding youth and family issues.

Needham Youth & Family Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. The Masters level clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. While the division's services are reaching more people and having a greater impact, there is an escalating demand for services. Youth & Family Services has worked diligently to construct meaningful programs designed to meet these needs.

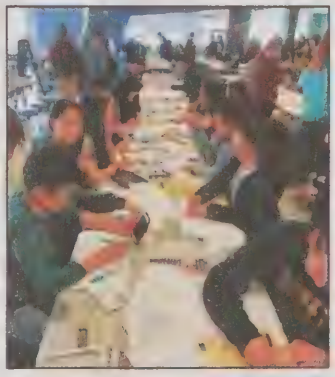
FY2018 HIGHLIGHTS

- ***Individual and Family Counseling***
  Most referrals come from the schools. In the past year, 962 hours of counseling were provided to Needham youth and their families.
- ***Substance Abuse Awareness Program***
  Youth & Family Services offers a structured 15-hour Substance Abuse Awareness Program for drug or alcohol-involved youth. This service includes assessment, intervention, education for youth and their families, and counseling services to support healthy choices.
- ***Behavior Intervention Program***
  Needham Youth & Family Services provides an innovative program to reduce bullying. The "B Intervention Program" (BIP) is a 10-hour clinical program that works with "aggressors" to assist them to better understand the laws, implications, and the impact of bullying. In addition, Needham Youth & Family Services collaborated with the Needham Public Schools on a pamphlet for parents on bullying.
- ***Counseling and Psycho-education Groups***
  Group counseling and psycho-education is a practical and effective mode of prevention and treatment. Group intervention offers a unique opportunity for young people to learn about issues which affect their peers and to receive feedback about concerns such as:

divorce; stress; self-esteem; bullying; abuse; depression; social skills; loss; drugs and alcohol; and violence and anger. Of special note was the *Extreme Looks* program, a four-day mind-body-spirit group for teen girls.

- ***Community Crisis Response***
  Over the past decade, the Needham community has grappled with critical youth issues such as loss, self-injury, depression, and anxiety. Youth & Family Services has responded by reaching out to youth, parents, and families through individual meetings, group sessions, and distribution of informational materials In FY 2018, a significant effort by staff members focused on responding to the community tragedy of two high school students' deaths in a pedestrian-vehicle accident.
- ***VIP Program***
  In Fiscal Year 2018, the VIP (Valuable Interactions among Peers) program enjoyed its sixth year. VIP matched high school students with elementary school children who needed additional support in their lives. The program allowed each high school *Big VIP* the opportunity to be role models for a young person and allowed elementary school *Little VIPs* the opportunity to form meaningful relationships with high school youth.
- ***Peer Tutor Program***
  This program matched high school students with middle and elementary school students in need of academic or study skills assistance. Needham Youth & Family Services reached out to potential participants, trained high school tutors, monitored weekly tutoring sessions, provided support when problems occurred, and facilitated communication between tutor and participant families. Over the past year, the Peer Tutor Program matched 48 pairs of tutors with tutees.

- ***Make A Statement Day***
  This program was created and implemented at Needham High School to promote diversity, acceptance, and understanding by creating an opportunity to communicate about issues of importance to them. Students and staff created t-shirts with quotes and statements about meaningful issues to raise awareness and have a voice. This year other NHS clubs were encouraged to create t-shirts as a group to promote their organizations message. Over 500 shirts where distributed to participants leading up to the event.



- ***Project VAN (Volunteers Around Needham)***
  VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing community service to non-profit organizations in Needham. Sites included: Needham Park and Recreation Department; Needham Community Council; Needham Housing Authority; Needham Parks and Forestry; and the Needham Community Farm. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 326 hours of volunteer services over the past summer.

- ***Needham Unplugged***
  The 17th annual Needham Unplugged was an awareness campaign to remind families to "unplug their electronics and plug into" each other. A calendar for March listed activities that did not require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's *Unplugged* was the no-homework, no sports, and no meeting night for the Needham Public Schools. There were no town meetings and no civic, religious, or community meetings that took place in Needham. Many area towns were impressed enough to replicate this program in their communities. Other special days included Phone Free Friday, Text Free Tuesday, and a day of no Social Networking. Partners included the Needham Park and Recreation Department, the Charles River YMCA, Needham Board of Selectmen, and the Needham Public Schools.
- ***Employment and Volunteer Programs***
  The Employment Program consisted of two primary services: youth investigated employment opportunities in local businesses; and youth were linked with residents to provide around-the-home support in the form of babysitting, yard-work, snow removal and more. In FY 2018, 127 youth were registered to provide residents with around-the-home support services.
- ***Seminars, Workshops, and Presentations***
  Needham Youth & Family Services facilitated numerous trainings in the past year including one for new Needham Public School staff, babysitter training seminars, Reach Out Day at NHS, presentations at the schools and in the community, and many others. In FY 2018 Needham Youth & Family Services worked with a total of 2,323 youth, parents, and professionals in seminars and workshops.
- ***Safe Surf: Internet Safety for Middle School Youth***
  Initially funded by the Needham Education Foundation, this long-standing program provided 6th grade students with knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2018, 448 youth participated in this program.
- ***Sexual Harassment Workshops***
  A workshop on sexual harassment (what it is and isn't, the different ways it can occur, who decides when it is sexual harassment, and how to ask for help) was provided to all 7th graders at Pollard Middle School. In FY 2018, over 272 youth participated in this program over the course of 18 presentations in wellness classes.
- ***Picture Perfect Workshops***
  Picture Perfect was a workshop presented to all 8th graders at Pollard Middle School focused on the impact that the media has on teenagers' perceptions of gender stereotypes and their own self-esteem. The program included videos and visual examples pulled from popular magazines to show students the effects of Photoshop on their own opinions about the standards of what it means to be masculine and feminine. In FY 2018, over 150 youth participated in this program.

- ***Teen Dating Violence Program***
  Youth & Family Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for more than 18 years. These seminars were designed to teach the unique aspects of teen dating violence, how to recognize the warning signs, and ways to access community supports. Over the past year, more than 364 youth were involved in this program.
- ***Patrick Forde Good Person Memorial Award***
  In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. To honor Patrick, this award is given annually to a Needham resident who has helped make Needham a better place to live through his or her volunteer work and commitment. This award is recognition that, through volunteerism and caring, each person in our community can enhance Needham. This year's recipient was Deb Jacob, honored for her work with Needham youth and families. Over 100 people attended this year's award ceremony honoring Deb.

- ***RAY of Hope Program***
  RAY (Recognize A Youth) was established by Needham Youth & Family Services 19 years ago to acknowledge the outstanding service and positive contributions that young people make to the Needham community. In collaboration with Needham-Newton Chamber of Commerce, a young person was selected each month as the RAY of Hope recipient and received a certificate from Youth & Family Services and a check from a member of the Needham Business Association.
- ***Graduate and Undergraduate Internship Program***
  In FY 2018, Needham Youth & Family Services welcomed a clinical intern from Simmons University School of Social Work who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided support for summer programs as well as essential preparation for fall programs.
- ***Publications***
  Needham Youth & Family Services created and/or distributed many original publications in FY 2018 such as: Needham Youth Card; Parent Guide to Teen Parties; and Information on Suicide

PUBLIC WORKS DEPARTMENT

Richard Merson,
Director of Public Works
Robert A. Lewis,
Assistant Director of Public Works
Anthony L. Del Gaizo, Town Engineer
Carys Lustig, Director of Finance &
Administration for Public Services
Barry Dulong,
Director of Building Maintenance
Rhainhardt F. Hoyland,
Highway Superintendent
Edward Olsen,
Parks & Forestry Superintendent
Greg M. Smith,
Solid Waste & Recycling Superintendent
Christopher E. Seariac,
Water, Sewer & Drain Superintendent
John P. Regan, Fleet Supervisor

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; routine daily maintenance and custodial care of all Town buildings; and parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY2018 HIGHLIGHTS

DPW Admin

In May 2018, DPW Admin fully engaged in the New England Chapter's first annual "Fill a Public Works Truck" food drive campaign. This campaign was held during National Public Works Week, May 21-25, 2018. Admin staff created digital advertising materials, collection boxes and a large banner to spread publicity about the food drive. Boxes were set-up for the week at the Town Hall and Public Services Administration Building for the collection. In addition, boxes were also set-up at the Spring Street Fair; it gave DPW the opportunity to spread awareness of how much public works as a whole gives back to the community. All donations collected were donated to the Town's local foodbank, the Needham Community Council.

Allyssa Jewell and James Fisher drop off collected donations to Sandra Robinson, Director of the Needham Community Council.

"Munici-Pup", Needham DPW's mascot, poses with collected donations.

Highway Division

The Highway Division is responsible for the maintenance and repair of all public streets and sidewalks. This includes pothole repair, snow plowing and salting, street and regulatory sign installation and repair, traffic signal and sidewalk maintenance, parking meter repair and pavement management. In addition, the Highway Division provides support at Town-wide events such as: setting up voting booths, trash collection and traffic control.

Highway Infrastructure Improvements		
Type	**Volume**	**Unit**
Asphalt Paving	48,130	Sq Yrd
Rubberized Crack-Seal	1,120	Gallons
Repaired Grass Berm	3.9	Miles
Installed Curbing	4.2	Miles
Handicapped Ramps	25	Each

In June 2018, the Highway Division completed their largest paving project of the year, Great Plain Ave (from Central Ave. to the Wellesley Town Line) roadway rehabilitation. This section of Great Plain Ave was good candidate for roadway rehabilitation, due to how deteriorated the road was and to keep the curb reveal at about six inches in height. First, the road was milled and utility casting repairs were made. A top course of asphalt was applied at two inches.

Approximately 2,300 tons of asphalt was used to re-pave 5,400 feet of Great Plain Ave.

Water, Sewer and Drain Division

In 2018, the Water Division continued their on-going Meter Replacement Program. The purpose of this program is to improve the efficiency of meter reading and water billing, and to increase the quality of customer service. This program reduces inaccurate meters and estimated readings. The Water Division maintains and repairs all water infrastructures within the town; this includes hydrants, water mains and services.

Water, Sewer, & Drain Infrastructure Improvements		
Type	Volume	Unit
Water Pipe Leaks Repaired	30	Incidents
Replaced Residential/Municipal/Condo Water Meters	1,393	Meters
Replaced Commercial Water Meters	61	Meters
New Fire Hydrants Installed	7	Each
Replaced Lead Goose Necks on Water Service Lines	135	Each
Repairs to Catch Basins & Drain Manholes	41	Each
Camera & Flush Sewer Mains	48,658	Feet
Camera & Flush Drain Lines	83,279	Feet

Recycling & Transfer Station Division

The RTS specializes in managing residential yard waste such as leaves, grass, brush and wood grindings. Blending these materials together with clean commercial food waste creates ideal compost. Compost is sold to residents and regional landscapers, creating revenue to support RTS Operations. Compost is screened so the finished product is clear of any sticks or rocks. Residual materials known as "tailings" are hauled off-site. Finished compost material is perfect for home gardening and sought after for landscape projects.

Compost/Organics	
Type	Tons
Yard Waste	2,026
Food Waste	1,878
Total	**3,904**

Municipal Solid Waste	
Type	Tons
Disposed of at Wheelabrator	**8,933**

Recycling Totals	
Type	Tons
Newspaper & Mixed Paper	1,241
Comingle Containers	829
Cardboard	376
Single Stream	322
Total	**2,768**

A trommel screener is used to create a finished compost product. This piece of equipment acts as a sifter, removing any larger non-compost materials. Non-compost materials known as tailings are loaded into trucks and hauled off-site.

Fleet Division

Fleet is a support division for all Public Works divisions and other Town Departments as needed and is responsible for the maintenance of over 200 vehicles and pieces of equipment. Some examples of in-house maintenance provided by the fleet division includes, lube, oil and filter, rotating, mounting and balancing tires, replacing brake pads and rotors and diagnosing vehicle

warning indicators. Staff also prepares and makes necessary repairs to snow and ice equipment.

Parks & Forestry Division

In April 2018, the Forestry Division held a successful Arbor Day celebration with several second grade classes at the Mitchell Elementary School. The Forestry Department discussed with students, the importance of trees for the environment and the natural resources they provide. Students participated in a hands-on activity, learning how to plant a young tree sapling. At the completion of the presentation, students took home their own tree seedling.

The Forestry Divison celebrating Arbor Day with students from the Mitchell Elementary School.

In May, the Forestry Division celebrated its 23rd year of being recognized as a Tree City USA Community. To qualify as a Tree City Community, Towns or Cities must meet specific forestry program standards.

Parks & Forestry Improvements		
Type	**Volume**	**Unit**
Tree Removals & Stumping	145	Trees
Tree Pruning Work	1,378	Hours
Roadside Brush Removal & Flail Mowing	2,288	Hours
Tree Plantings – Arbor Day	400	Seedling
Tree Plantings – Streets & Parks	77	Trees
Tree Plantings - Nursery	127	Trees
Over-seeding of Fields	88.5	Acres
Diamond Work	1,321	Hours
Mowing	3,718	Hours

Kevin Naughton, Mike Logan & Edward Olsen from the Forestry Division accepting Needham's 23rd year recognition at the award ceremony held in May 2018 in Northampton, MA.

Engineering Division

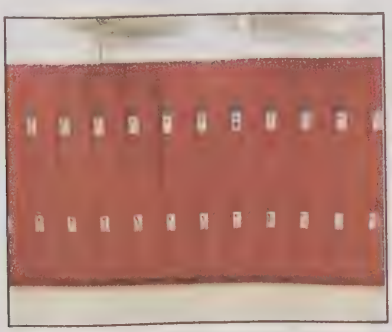
In October 2017, the Town celebrated the completion of Phase I of the Downtown Improvement Project. It took the combined efforts of all DPW divisions to make the project a success. The Engineering Division provided oversight and management during the construction. The purpose of this project was to upgrade the traffic signals and streetscape amenities within the project limits. Some examples of new amenities included: pedestrian-scale lighting, wider sidewalks, creative crosswalk boxes, street trees and plantings. The addition of military branch service plaques were added to the base of the new flag pole in the Common.

Building Maintenance Division

In FY18, the Building Maintenance Division continued flooring replacements throughout the Town, replacing flooring at the Pollard and Broadmeadow Schools. Over the summer, they finished installing new lockers at the Pollard. At the DPW Garage, the Division abated the remainder of the asbestos. As part of an ongoing effort to improve classroom atmosphere, existing shades were removed and room darkening shades were installed at the High Rock and Pollard Schools.

In a continued effort to improve energy efficiency throughout Town, the Division upgraded the lighting in the Mitchell cafeteria to LED and installed a large ceiling fan. They also installed a new electrical service to Mills Field.

As part of their routine maintenance, they completed yearly duct cleaning at the Newman and Town Hall and completed wood floor refinishing at the High School, Mitchell, Hillside, Broadmeadow, Newman, and Town Hall. The Division also undertook major roof repairs to the Emery Grover and major HVAC repairs at multiple locations, including the Eliot, Broadmeadow, High School, and the Public Safety Building. The Division is also responsible for the exterior of the buildings and provided repairs to the concrete stairway at the Library and repainted the back exterior of the Pollard.



BUILDING DESIGN AND CONSTRUCTION DEPARTMENT

(Formerly the Public Facilities Department – Construction)

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman — *Roy Schifilliti*
Stuart Chandler — *Irwin Silverstein*
Richard Creem — *Gene Voloshin*
Natasha Espada

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Senior Project Manager
Michael Retzky, Project Manager
Stephen Gentile, Project Manager
Kathryn Copley, Administrative Specialist

PURPOSE

The Building Design and Construction Department (renamed at the May 2018 Annual Town Meeting from Public Facilities Department – Construction Division) provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of $500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of $500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured under the Public Facilities Department umbrella - Construction Division as the Director of Design and Construction. The department was renamed at the May 2018 Annual Town Meeting the Building Design and Construction Department. There are currently three project managers on the staff. Another project manager position was funded at the May 2018 Annual Town Meeting and a fourth project manager will be brought on board in FY19. State Laws now require all Towns and awarding authorities to appoint Owners Project Managers (OPM) for all construction projects over $1.5 million. The staff in this Department fulfills this requirement as the Employee OPMs on Town projects.

FY2018 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2018 fiscal year (July 2017 to June 2018). These projects were initiated during the period of 2013 thru 2018 fiscal years.

Project Name:	**Sunita L. Williams (Hillside) Elementary School**
Project Status:	Ongoing
Authorization:	$58,824,351
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
	Daedalus Projects Inc.
Contractors:	Site Preparation - P.M. Zilioli, Inc.
	Building Demolition - Green Environmental, Inc.
	Construction - Bacon Construction Co., Inc.

- At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of $650,000.
- Additional design funds in the amount of $45,000 were authorized at the November 2015 Special Town Meeting with the approval of Article 12.
- Authorization of construction funds in the amount of $57.542 million occurred at the Special Town Meeting in October 20016 with the approval of Article 2.

A statement of interest was submitted to the MSBA in April 2013. The MSBA agreed to partner with the Town for this project at the reimbursement rate of 32.47% of the Eligible Project Costs. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

The Town's Building Design and Construction Department, acting as OPM, was approved by the MSBA for the Feasibility Study in the fall of 2014, and the architect, Dore & Whittier Architects, Inc. was selected through Designer Selection with the MSBA in March 2015.

The study has been in process and has gone through all stages of design required by the MSBA. The Preliminary Design Program (PDP) which studied over twenty potential sites in Town and was narrowed down to nine sites on June 1, 2015.

At the November 2015 Special Town Meeting, Article 13: Appropriate for Property Acquisition was approved. The Town purchased the Owens Poultry Farm along with several houses. P.M. Zilioli, Inc. was awarded a contract for site preparation to remediate and remove unauthorized fill and soil contaminated with poultry grease in April 2016 from the property. The site preparation and remediation was substantially complete in June 2016. Demolition of the buildings started in the fall of 2016 and was finished in December 2016, except for 609 Central Avenue and 45 Sunset Road which would be used in lieu of contractor trailers.

The Preferred Schematic Report (PSR), which recommended a single site (the former Owens Poultry Farm), was submitted in December 2015 and was approved by the MSBA Board in January 2016. Schematic Design was submitted in June 2016 for MSBA Board approval in July 2016. An override for Construction Funds was approved by the Town in November 2016.

The Project Funding Agreement was approved by the MSBA in October 2016. Design

Development documents were submitted in February 2017, 60% Construction Documents were submitted to the MSBA in May 2017.

Milestone documents are posted on the Needham School Department website. Needham School Committee voted unanimously on June 6, 2017 to name the new school on Central Avenue the Sunita L. Williams Elementary School.

The prequalification process for the General Contractors and Filed Sub Bidders was started in June 2017. The bid documents were available in August 2017 and the contract was awarded to Bacon Construction Co., Inc. in September 2017. The ground breaking for the construction occurred in November 2017. The new school is expected to be finished in August 2019 for the start of the 2019-2020 school year. Construction is underway and is anticipated to reach substantial completion in June 2019.

The new building will be LEED Silver rated, and was designed to be "solar ready". The PPBC authorized a study to install rooftop Solar PV in June 2017. The study indicated the ability to install about 160kW of rooftop PV panels which will provide about 40% of the schools electric power needs each year. The PPBC approved the production of Construction Documents in November 2017 and favorable bids were received in June 2018. The contract is expected to be awarded to Wayne J. Griffin Electrical, Inc. in July 2018. The PV array is expected to be installed in the spring of 2019 once the roof is ready at the new school. The PV array will aid in securing the LEED Silver rating, enhance the sustainable qualities of the school, reduce the future operating costs and provide educational opportunities for the students.

Project Name:	**Rosemary Recreation Complex**
Project Status:	Ongoing
Authorization:	$16,800,000
Budget Status:	On Budget
Architect:	Bargmann Hendrie & Archetype
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	G&R Construction, Inc.

- At the May 2015 Annual Town Meeting, Article 30: Appropriate for Rosemary Pool for design and engineering, was approved in the amount of $450,000, from Community Preservation Act funding.
- At the May 2016 Annual Town Meeting, Article 40: Appropriate for Rosemary Recreation Complex design, was approved in the amount of $550,000 for the second phase of the design.
- At the May 2017 Annual Town Meeting, Article 33: Appropriate for CPA Project – Rosemary Recreation Complex, was approved in the amount of $15,800,000.

Bargmann Hendrie & Archetype was selected through the Designer Selection process in July 2015. Further design funds were appropriated at the May 2016 Annual Town Meeting and the architect continued with the design development and construction document phase.

The facility was closed for the 2017 season due to the expiration of the existing DEP permits. It is

anticipated that the facility will be reconstructed and open for the 2018 season.

Prequalification of the General Contractors and Filed Sub Bidders was completed in December and January and the project went out to bid in March 2017. G&R Construction, Inc. was the low bidder and awarded the contract. Construction funds were appropriated at the May 2017 Annual Town Meeting. Construction started in May 2017 and was anticipated to reach substantial completion July 2018 however substantial completion was pushed out due to several issues (installation of the ballast slab, harsh weather conditions) and is anticipated in early August 2018.

Project Name:	**Public Safety Complex & Fire Station #2**
Project Status:	Ongoing
Authorization:	$4,140,000
Budget Status:	On Budget
Architect:	Kaestle Boos Associates, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor (CMR):	Consigli Construction Co., Inc.

- At the November 2015 Special Town Meeting, Article 10: Appropriate for Fire Station 2 Feasibility Study, was approved in the amount of $50,000.
- At the February 2016 Special Town Meeting, Article 3: Appropriate for Police/Fire Station 1 Feasibility Study, was approved in the amount of $90,000.
- At the May 2017 Annual Town Meeting, Article 40: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of $250,000.

The architect, Kaestle Boos Associates, Inc. was selected through the Designer Selection process in April 2016 to conduct the feasibility studies for the Public Safety Building on Chestnut Street and Fire Station #2 on Highland Avenue/Webster Street. The two studies were conducted together and included a review of the operational needs of both police and fire departments, assessments of the facilities and space needs, study of demolition, rebuilding and phasing of the projects and cost estimates of various options.

Schematic Design funds were appropriated at the May 2017 ATM. A preliminary estimate for completion of the project will be developed. At the October 2017 Special Town Meeting, Article 10: Appropriate for Public Safety Complex/Fire Station 2 Design, was approved in the amount of $3,750,000 for Design Development/Construction Documents.

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and the application was submitted and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals and Consigli Construction Co., Inc. was awarded the contract as CMR in January 2018.

Construction funding is anticipated to be requested for FY2019 thru an override ballot vote in November of 2018. The start of construction is anticipated to begin in February 2019 with the new Fire Station on Chestnut Street. Temporary swing space will be needed for the Police Station portion of construction and during the Fire Station #2 construction.

Project Name:	**Memorial Park Building and Grounds**
Project Status:	Ongoing
Authorization:	$6,675,000
Budget Status:	On Budget
Architect:	Winter Street Architects, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	G&R Construction, Inc.

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - Memorial Park Bldg. & Grounds Feasibility Study was approved in the amount of $50,000. The goal of the study was to provide a full review of the building and grounds and lead to recommendations for either renovations or reconstruction to meet current needs.

The architect, Winter Street Architects, Inc., was selected through the Designer Selection Process in the September 2016. The Memorial Park Trustees were involved in the study. The report was finalized in May 2017 and included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. A complete renovation of the current building was recommended. The renovated building would be handicapped accessible.

At the May 2017 Annual Town Meeting, Article 46: Appropriate for Memorial Park Improvements Design was approved in the amount of $375,000. The appropriation is for engineering and design of the facility for the preparation of construction documents. The construction documents were finished and the project went out to bid in April 2018 and were due May 8, 2018.

At the May 2018 Annual Town Meeting, Article 30: Appropriate for Memorial Park Bldg Construction was approved in the amount of $6,250,000. Bids were received on May 8, 2018 right after the Annual Town Meeting. G&R Construction was awarded the construction contract. Construction is anticipated to start in July 2018 and reach substantial completion in June 2019.

Project Name:	**High School Classroom Expansion**
Project Status:	Ongoing
Authorization:	$14,759,000
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor (CMR):	Consigli Construction Co., Inc.

At the May 2016 Annual Town Meeting, Article 43: Appropriate for General Fund Cash Capital - HS Classroom Expansion Alternatives Feasibility Study was approved in the amount of $65,000 to review classroom expansion alternatives at the Needham High School. The object was to relieve current overcrowding and to anticipate future student population growth.

An architect, Dore & Whittier Architects, Inc., was selected through the Designer Selection

Process in October 2016. The study was completed in June 2017 with several options available to the Town.

Studies were also conducted to assess the pre-mature failure of the chiller and problems with the boiler systems. It is anticipated that any repairs would be done under the larger expansion project. "A" Gym renovations will also be folded into the larger project.

Because of the complexity of the project and accelerated schedule the use of Construction Management at Risk (CMR) was chosen and approved by the Office of the Inspector General. Prequalified CMR firms were invited to submit proposals in June 2017. Consigli Construction was chosen. Consigli Construction indicated that they could focus the work within one summer, if construction could be started in February 2018.

At the May 2017 Annual Town Meeting, Article 43: Appropriate for High School Expansion Design was approved in the amount of $950,000. The architect will go forward with design and engineering services for the preferred option for the expansion of the High School.

At the May 2017 Annual Town Meeting, Article 42: Appropriate for High School Chiller Replacement Design was approved in the amount of $125,000. The engineering and design for the chiller replacement will be done under Dore & Whittier Architects contract for the H.S. Expansion.

The final Schematic Design Drawings and cost estimates provided an initial budget amount for approval at the October 2017 Special Town Meeting. At the October 2017 Special Town Meeting, Article 11: Appropriate for High School Expansion Construction was approved in the amount of $13,188,000 for construction of a new three story classroom wing, renovation of the A-Gym, addition of Gym storage, renovation of several classrooms for Science, Science storage, SPED, Administration office and the replacement of the chillers with upgrades to the boiler room.

The Design Team and CMR completed detailed design and updated cost estimates which required further funds of $431,000 that were approved at the May 2018 Special Town Meeting, Article 7: H.S. Expansion Construction.

Construction started over the February 2018 school vacation. Unanticipated sub surface conditions and added utility relocation discovered during construction forced a phased occupancy of the project with 1) Classroom renovations, 2) A-Gym and 3) Classroom Expansion addition.

Project Name:	**Full-Day Kindergarten Space Study**
Project Status:	Complete
Authorization:	$50,000
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	TBD

At the May 2017 Annual Town Meeting, Article 14: Appropriate for Full-Day Kindergarten Space Study was approved in the amount of $50,000.

The goal was to conduct a Space Study and Cost Estimate that addresses the School Committee's objective to provide Full-Day Kindergarten (FDK) within the Needham School District. The District is in the process of constructing a new elementary school on Central Ave (the Sunita L. Williams Elementary School) to replace the existing Hillside Elementary School. The new school is projected to open in the fall of 2019, with four Kindergarten classrooms. This is an important first step in realizing the Full-Day Kindergarten goal. The purpose of this Space Study is to study all of the other schools within the district to determine how to fit the projected 2019 Kindergarten population within the district's existing schools.

Dore & Whittier Architects, Inc. was selected through the Designer Selection Process in October 2017. A final report was submitted to the PPBC and School Committee in February 2018. The report identified necessary modifications at each of the other four elementary schools. Minor modifications are required at Newman, Eliot and Broadmeadow. A new pair of modular classrooms is required at the Mitchell that will accommodate Music and Art, so that all four existing Modular classrooms can be used for Kindergarten. As a result of the study, funds will be requested for detailed design, cost estimating and bidding services for the Mitchell Modular Classroom project. Dore & Whittier Architects are eligible to continue on the project.

Project Name:	**Sunita L. Williams Elementary School Outside Play Area & Walking Trails**
Project Status:	Ongoing
Authorization:	$460,000
Budget Status:	On Budget
Architect:	Warner Larson, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	NELM Corp.

At the October 2016 Special Town Meeting, Article 3: Appropriate for Hillside School Outside Play Area was approved in the amount of $250,000. The project is to design and construct a playing field at the new school on Central Avenue. The work is being done separately from the new elementary school construction by request of the MSBA, because a portion of the land although in Needham, is owned by the Town of Wellesley. Needham has a license from the Town of Wellesley for the use of this land for a playing field and trials.

At the May 2017 Annual Town Meeting, Article 35: Appropriate for New Elementary School Walking Trails was approved in the amount of $210,000 from CPA free cash. This appropriation will be used in conjunction with the October 2016 STM appropriation to complete the playing field and the trails.

The designer, Warner Larson, Inc., was selected through Designer Selection in December 2016. The first phase, a walking trail, was completed in July 2017 by the Student Conservation Association Inc.

Bid documents were issued in March 2018 and the construction contract was awarded to NELM Corp., the lowest responsible bidder, in May 2018. Construction started in June 2018 and is

anticipated to be substantially complete by December 2018, in coordination with the work being performed by Bacon Construction on the school.

Project Name:	**Town Hall Stair Repairs**
Project Status:	Complete
Authorization:	$200,000
Budget Status:	On Budget
Architect:	McGinley Kalsow & Associates, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	Village Forge Inc.

At the May 2017 Special Town Meeting, Article 4: Appropriate for Town Hall Stair Modification was approved in the amount of $200,000. The project will modify and repair two staircases in the new section of the Town Hall to bring the raiser height into code compliance.

The original architect for the project, McGinley Kalsow & Associates, Inc. will assist in the design for the modified staircases. The project went out to bid and bids were received in December 2017. The contract was awarded to the lowest responsible bidder, Village Forge Inc.

The work was done during January and satisfactorily finished in February 2018.

Project Name:	**Fuel Island Relocation & Upgrade**
Project Status:	Ongoing
Authorization:	$1,320,000
Budget Status:	On Budget
Architect:	Weston & Sampson Engineers, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	MECO Environmental Services

At the May 2017 Annual Town Meeting, Article 44: Appropriate for Fuel Island Relocation & Upgrade was approved in the amount of $1,320,000. This project puts in motion Phase 1 of the road map for modernizing and reconstructing the DPW Facility as outlined in the DPW Relocation Feasibility Study by removing the existing failing fuel island and replacing it with a re-locatable fuel island in an area near the abandoned salt shed. The project will encompass installation of the new fuel island, demolition of the existing fuel island and fuel storage tanks and removal of the old salt shed next to 470 Dedham Avenue.

Weston & Sampson Engineers, Inc. will continue as designer from the DPW feasibility study. The project received bids in June 2017. MECO Environmental Services was awarded the contract.

Construction started in August 2017. Substantial completion of the fuel island was reached in November 2017. The old fuel tanks were removed in May 2018. A stand-alone generator was ordered for the fuel island and is anticipated to be installed in July 2018.

Project Name:	**DPW Central Ave Storage Facility**
Project Status:	Ongoing

Authorization:	$7,765,000
Budget Status:	On Budget
Architect:	Weston & Sampson Engineers, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	TBD

At the May 2017 Annual Town Meeting, Article 45: Appropriate for DPW Storage Facility Feasibility was approved in the amount of $150,000. The project investigated locating a consolidated Public Works seasonal storage facility at the RTS on Central Avenue. Approximately 14,000 square feet of storage space is required to fulfill DPW programming needs as determined by the DPW relocation feasibility study. Weston & Sampson Engineers, Inc. will continue as designer as a continuation from the DPW feasibility study.

At the May 2018 Annual Town Meeting, Article 35: Appropriate for Public Works Storage Facility was approved in the amount of $7,615,000 for design and construction funds. Design and permitting will occur from May to November 2018. Bidding is anticipated to occur in December 2018 to January 2019, the contract awarded in January and construction is anticipated to start in February. Substantial completion is anticipated by October 2019.

Weston & Sampson will coordinate with Kaestle Boos Associates, the architect on the Public Safety Complex & FS2 project, regarding the placement of the Police/Fire communications tower on the site.

Project Name:	**Mitchell Modular Classrooms**
Project Status:	Ongoing
Authorization:	$210,000
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr.:	Building Design & Construction Dept.
Contractor:	TBD

Dore & Whittier Architects, Inc. will continue as designer from the Full-Day Kindergarten Space Study. The study indicated that a new pair of modular classrooms is required at the Mitchell Elementary School that will accommodate Music and Art, in order that all four existing modular classrooms can be used for Kindergarten.

At the May 2018 Annual Town Meeting, Article 6: Appropriate for Mitchell Modular Classrooms was approved in the amount of $210,000 for detailed design, cost estimates and bidding. Further funding for construction will be requested at the October 2018 Special Town Meeting. A Request for Proposal is anticipated to be issued in December 2018. Construction is anticipated to begin in April 2019 to be ready for the start of school in September 2019.

LOOKING FORWARD

Upcoming future and continuing projects include construction of the Public Safety Complex & Fire Station #2, Memorial Park Building and Grounds, the new Sunita L. Williams Elementary School, the DPW Central Ave Storage Building, the Mitchell Modular Classrooms and the reconstruction

of the DPW Facility at 470 Dedham Avenue.

Support for the School Department includes evaluating continued occupation and future renovations to the Emery Grover Building. In addition, projects anticipated include refurbishment of the Hillside Elementary School envisioned to be used as potential future swing space for School Administration, Mitchell Elementary School rebuild and Pollard Middle School addition and renovation. The above projects are included as part of the most recent Master Plan completed in 2014.

The Permanent Public Building Committee and the Building Design & Construction Department are challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.

NEEDHAM COMMISSION ON DISABILITIES

***Elaine Saunders, co-chair, Jeanie Martin, co-chair**, Susan Crowell, secretary, Tatiana Swanson, treasurer and ADA liaison, and members Corrine Burke, Debbi Heller, Bruce Howell, Barbara Moss, and Dale Wise. Liaison to the School Committee is Trisha Mullen; Needham Police Department Community Service Officer is Karl Harmon; Consultant from MetroWest Center for Independent Living is Paul Spooner.*

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July and August, and if needed there is a meeting in December. NCOD has the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

COD Printing and Mailing	$200
COD Office Supplies	$100
COD Public Works Supplies	$150
Mileage	$100
TOTAL	$550

FY2018 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the Massachusetts Architectural Access Board (MAAB) regulations including 400 Hillside Avenue, Rosemary Office Park and the Needham YMCA.
- Advised a local cab company about the problem of having a driver sit idling in a HP space to wait for passengers at 63 Kendrick.

- Responded to advocacy calls regarding inaccessibility issues at Eye Associates at 400 Hillside Avenue, removing a tree that blocked a residential sidewalk, adequate street lighting, accessible playground equipment at Green's Field, snow removal in a MBTA lot, wheelchair access in the lobby of Charles Court East, and a request for information on Veteran's Administration availability in Needham.
- Consulted with Needham Park and Rec regarding handrails, signage and the naming of the new accessible walking trail near the reservoir.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Consulted with Jeff Dougan of the Massachusetts Office on Disability regarding the "active" HP logo and made a decision to return to using the standardized HP logo on parking signs, as practical.
- Advised the Superintendent of the Highway Department, the Town Engineer and the Needham Police about the necessity of providing and maintaining accessible pedestrian signals at pertinent crosswalks in Needham.
- Contacted the USPS regarding improper locking of the main accessible door during cold weather.
- Continued to sponsor a Needham resident who has been trained to assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to offer grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds are made available from fines accrued from handicapped parking violations.) The grant application can be found on NCOD website.
- Continued to distribute the NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Consulted with architects, project managers and the director of Needham Park and Recreation regarding the Needham High School expansion, the Rosemary Recreation Project and the Memorial Park Building to ensure that compliance with ADA and AAB is achieved.
- Consulted with architects of the Modera project and the 2nd Avenue Toll Brothers project (275 2nd Ave) regarding variances for sink depth, access within each apartment, and a walking trail near the building.
- A NCOD member spoke at the Annual conference of the Bay State Council of the Blind, attended the Joint Ways and Means Committee at the State House, and worked with a Technology, Access and Design class at Olin College.
- A NCOD member attended a meeting with the Massachusetts Inspector General regarding ADA compliance, attended the MOD Summit at the State House regarding employment for people with disabilities, and attended a conference for ADA Liaisons.
- A guest speaker from the Massachusetts Office on Disability presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- The Needham Emergency Management Program Coordinator attended a meeting to talk about issues affecting people with disabilities.
- An NCOD member served as a representative to the Downtown Streetscape and the Local Emergency Planning committees to ensure that accessibility issues are addressed.

- NCOD hosted an Advanced Community Access Monitor Training at the Needham Public Library that was sponsored by the Massachusetts Office on Disability. The training was attended by NCOD members and interested people from Boston area communities.
- Sent a letter to the Needham Public Library Director and members of the Board of Trustees regarding accessibility concerns that were discovered during the Advanced Community Access Monitor training that was held at the library.
- Sent a letter to the Town Manager, School Superintendent, Board of Selectmen and School Committee regarding lack of access at the Emery Grover building.
- NCOD members attended MOD District Commission Conferences.
- Created and distributed a flyer that informs the public about the Enhanced 911 program. In addition, updated the on-line form for registering for this program.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2019 FORECAST/GOALS

- To continue to work with the School Administration, Town Clerk, Town Engineer, Highway Department, Permanent Public Building Committee, the Park and Recreation Department and other pertinent Town of Needham departments in an advisory capacity to ensure compliance with MAAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To continue to work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To participate in the Downtown Streetscape Committee and the Local Emergency Planning Committee to promote awareness of disability issues.
- To promote awareness of the grant program that utilizes funds accrued from handicapped parking fines for the specific benefit of persons with disabilities in the community.
- To continue to work with the Town Clerk's office to promote use of the Automark voting machine, so that persons with visual impairment can vote independently.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the updated NCOD brochure throughout the town.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to persons with disabilities.

- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to attend NCOD meetings which are publicly posted.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Staff:

Patricia Carey, Staff Liaison
Carys Lustig, Staff Liaison
Kristen Wright, Recording Secretary

Members:

Gary Crossen, Chairman
Paul Alpert, Vice Chair
Robert Boder
Artie Crocker
Robert Dermody
Chris Gerstel
Peter Pingitore
TBD
TBD

Appointed by:

Board of Selectmen
Planning Board
Historical Commission
Conservation Commission
Board of Selectmen
Park and Recreation Commission
Housing Authority
Town Moderator
Town Moderator

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing." Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY18 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of $368,739 from the Commonwealth in December 2017, a 17.2% match. The percentage from the state has varied from a low of 17.2% to a high of 100%. In total, $8,000,098 has been received from the state as of December 2017. There is legislation reviewing how the state funds the Community Preservation Fund, especially in light of the addition of new communities, including the City of Boston.
- The Town collected $2,305,064 in FY'18 through the local surcharge.
- The Committee held a public hearing in March 2018 to gather public input on the proposals under review for funding.
- At May, 2018 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

$ 1,550,000	DPW	Construction: Rosemary Sediment Removal
$ 50,000	Park and Recreation	Construction: Camp Property Buildings
$ 25,000	History Center/Museum	Historic Database
$ 500,000	Town Manager	Memorial Park Building

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling $1,025,153 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.

STATISTICS

- The Community Preservation Fund has provided financial support to sixty-six (66) projects, with a total of $40,506,352.

Community Housing total	$ 1,444,500
Open Space total	$ 2,594,619
Historic Preservation total	$ 15,301,733
General and Recreation total	$ 21,165,500

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

2018 Committee Members: *Daniel Dain (Chair), Roy Cramer, Jack Heavy, Richard Reilly, Jon Schneider, Mary Grace Summergrad, Chris Gerstel*

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for "any lawful municipal purpose" upon action by the Town Meeting. Section 2.1.2 of the Lease provides for a rent recalculation in year 11 based on a return of 6.11 percent of "the fair market value of the leased property," as determined through an appraisal process set forth in the Lease. The Committee has been shown an initial

appraisal report prepared for use by the Town, but the Committee has not been asked to play a direct role in the rent recalculation.

Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2018 HIGHLIGHTS

- The Committee met with Club President Phil Atwood and Club Vice Presidents Rick Zimbone and Chris Pooley twice during 2018, on April 23 and November 19.
- At the two meetings, the Committee reviewed with the Club's leadership, the Club's compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of newly accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that fewer than 90 percent of new members for the calendar 2018 season were residents, below the threshold set forth in Lease section 9.2. The Club received a waiver from the Town Administrator under section 9.5.
- The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported few if any issues with neighbors. Committee members did not report learning of any neighbor complaints.

HUMAN RIGHTS COMMITTEE

Nadaa Ali
Christina Mathews
Abdul Cader Asmal (Clergy Association)
Cynthia Ganung (Clergy Association, IJTF, Diversity Initiative)
Ashok Mehta
Bud Schram
Jennifer Howard Schroeder(Chair)
Kerry Hurwitch
Matt Schroeder (NHS)
Amelia Klein (Diversity Initiative)
Marlene Schultz (Vice-Chair, Needham PATH)
Julie Venables
John Kraemer (liaison – NPD)

CHARGE

Created in 1995 by the Select Board, the mission of the Human Rights Committee is to address matters pertaining to human and civil rights and problems related to thereto that may arise in the Town.

The charge of the Committee is to:

1. Advocate appreciation and respect for human and civil rights in our Town (Education);
2. Organize and/or recommend community events to constructively promote respect for human and civil rights in our Town (Community Outreach);
3. Provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices in response to issues that challenge the human and/or civil rights of any individual or group in our Town (Community Response)

NHRC LOGO

The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Select Board.

> *The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.*

MEETINGS

Human Rights Committee meetings are usually held the *third Thursday* of each month at Needham Town Hall, Highland Room, 7:30-9:00 pm. Meetings are open to the public and all meeting dates and agendas are posted on the Town website. On occasion, guest speakers are invited by the Committee to share their expertise in the area of human rights. Guest speakers play an important role as resources for planning future NHRC events. The Committee welcomes all Needham residents who are interested in human rights to attend a meeting and to learn about the work of the Committee.

SPONSORED COMMUNITY EVENTS

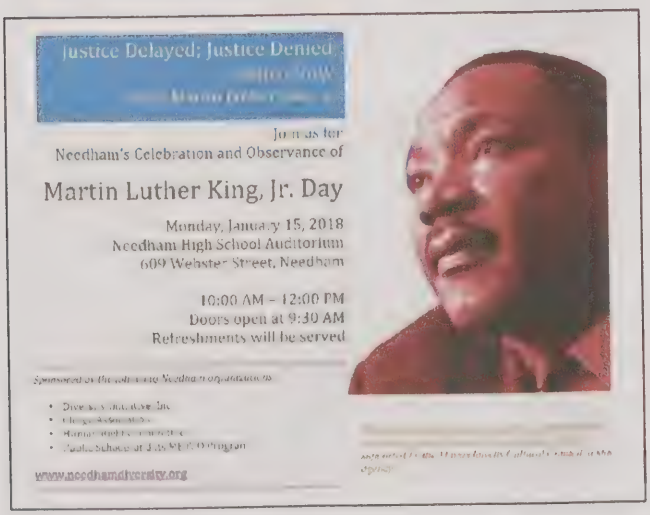
Organizing and sponsoring community events and educational forums related to human rights plays a major role in the work of the NHRC. Following are highlights for the Fiscal Year 2018.

Needham 6th Annual Diversity Summit* – November 18, 2017 *Pollard Middle School

(Photo courtesy Needham Diversity Initiative, Inc. needhamdiversity.org)

The Needham Diversity Summit, an annual event organized by the Needham Diversity Initiative, Inc. brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity - of socioeconomic status, race, sexual orientation, gender (including identity and expression), religion, ethnic identity, ability and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the confidence to share their experiences and voices, and to challenge its residents to think in new ways about the Town's evolving community. The 2017 Summit featured a spoken word poet; a panel presentation by NHS students, a parent and educator, and a minister; and an interactive workshop facilitated by True Story Theater. The NHRC was a co-sponsor of the day-long event. NHRC members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. NHRC members also participated in workshop sessions, an integral part of the Diversity Summit program.

Martin Luther King Jr. Day Celebration* - January 15, 2018 *Needham High School


Justice Delayed; Justice Denied
Needham's Celebration and Observance of
Martin Luther King, Jr. Day
Monday, January 15, 2018
Needham High School Auditorium
609 Webster Street, Needham
10:00 AM – 12:00 PM
Doors open at 9:30 AM
Refreshments will be served
www.needhamdiversity.org

Hosted by the Needham Diversity Initiative, this annual community event celebrates the legacy and the life and achievement of Dr. Martin Luther King, Jr. The central focus of the MLK Day is children. Most of the performances are by or for children of all ages. Middle school students conducted a ceremony of lighting candles in honor of those who have inspired them. Other program highlights included a keynote speaker, a dance ensemble presentation, and performances by the MLK Children's Choir and the Needham High School Chorale. NHRC was a co-sponsor of the celebration.

Committee members served on the MLK Day Planning Committee, organized and provided refreshments, and attended the event. Additional co-sponsors of the event were the Needham Clergy Association and the Needham School Department and its METCO Program.

Interracial Dialogue Potluck Dinner* Jan. 28, 2018 *First Parish Church UU Needham

An evening of sharing identities and connecting over a meal with guests from diverse backgrounds was held at First Parish Needham Unitarian Universalist. This event was a continuation of previous potluck dialogues that addressed ways that communities could ensure that their Towns are safe and welcoming places for all who reside, work, study or visit there. The event was facilitated by Jackie Mulvehill, an experienced diversity trainer and graduate of Needham High School. The event provided attendees with opportunities for discussion and dialogue within small groups, who then shared their ideas with the entire group, and made suggestions for a follow-up potluck event. The event was co-sponsored by First Parish Needham Unitarian Universalist, Temple Beth Shalom, Bahá'i Community in Needham, Needham High School (NHS) All Genders and Sexualities Alliance, NHS Amnesty International Club, Needham Human Rights Committee, Needham Diversity Initiative, Needham Interfaith Clergy Association, and Cooperative Metropolitan Ministries (CMM).

Children & the Media* - February 5, 2018 *Powers Hall

Many schools across the nation, including the Needham Public Schools, have been deeply concerned about the increase of racist, anti-Semitic, and many other forms of hate and bias that appear in their classrooms, their playgrounds, and their bathrooms. Parent groups seek support and guidance in helping their children make sense of what they hear on the news. The Needham Human Rights Committee conducted a public forum that focused on the messages that children are constructing about human differences, human dignity and equality, and human rights *through*

the news media. Guest speaker Diane Levin – Professor of Early Childhood Education, Wheelock College and author of *Beyond Remote-Controlled Childhood, So Sexy So Soon, Teaching Young Children in Violent Times* – discussed the harmful effects of violence, war, and other societal forces portrayed in the news media, and shared ideas about ways that parents and caregivers could guide children in processing information they hear or see in the news.

Race, Sports & Protest: A Community Conversation – **April 9, 2018** ***Eliot School***

The role of athletes as advocates for political and social change was the focus of an event hosted by the Needham Diversity Initiative at the Eliot School Performance Center. Guest panelists Jim Hirsch, bestselling author & Needham resident; Bill Littlefield, NPR host, author and Needham resident; and William (Smitty) Smith, Executive Director of the National Center for Race Amity at Wheelock College in Boston engaged in a conversation, followed by interaction with the audience. Sponsors of the event included the World of Wellesley, the Needham Human Rights Committee and the Needham Free Public Library.

Community Dialogue and Potluck - **May 6, 2018** ***First Parish Church UU Needham***

And How Are the Children? A Conversation on Race, Equity, and Inclusion was the theme of a community potluck event focusing on inclusivity in the Needham community. The event was hosted by the First Parish of Needham. Participants learned about how the activism of a group of parents led to the Needham Equity Audit Report. The audience then engaged in conversations about how they as members of the Needham community could follow up on the recommendations in the Report to ensure that Needham schools and the Needham community is welcoming and safe. Cosponsored by: First Parish in Needham UU Racial Justice Task Force, Bahá'í Community of Needham, Congregational Church of Needham, First Baptist Church in Needham, Presbyterian Church in Needham, Temple Beth Shalom, Needham Diversity Initiative, Needham Human Rights Committee and Cooperative Metropolitan Ministries.

***Community Forum "Freedom Team"* – May 17, 2018**

The NHRC organized an open forum to discuss types of efforts or programs that would enhance Needham's ability to respond to incidents of hate and bias that happen in the Town. Participants included members from the League of Women Voters, Needham Diversity Initiative, Temple Beth Shalom Social Justice Committee, Superintendent Dan Gutekanst, Rep. Denise Garlick, and 12 community members. Guest speaker Jamele Adams, Dean of Students at Brandeis University (and a resident of Natick) described a community response program in Natick called the *Freedom Team.* Founded in 2016 through the inspiration of Mr. Adams, the Natick Freedom Team has the mission of "preserving freedom through unity in the community." A Freedom Team can consist of parents, students, educators/education network, local politicians, police representative, clergy, restorative justice practitioners, doctors who may have experience in trauma, social media experts, and lawyers who work in civil rights. Its members meet monthly with the goal of serving the community by offering dialogue and support. Participants of the Forum expressed support for further discussion about a collaborative model that would be most effective in the Town of Needham. The NHRC will follow-up with further discussion at a future community forum.

COMMUNITY RELATIONSHIPS

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

- **NEEDHAM HOUSING AUTHORITY** Members of the NHRC have had on-going conversations with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The Committee's goal is to learn about the needs of residents living in NHA units, and how well residents of Needham public housing are integrated into the Community. The Committee continues to seek candidates who are residents of the Needham Housing Authority to serve on the NHRC, and has collaborated with NHA officials in promoting resident representation on the Committee.

- **MEDIA SOURCES** The NHRC has developed close links with the local media. Direct contact with editors and journalists in the past has helped the Committee promote its events and generate interest in human rights. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion. The Needham Times on occasion has highlighted the NHRC in guest columns. The Committee continues to reach out to the NT by meeting the staff, learning how and when to send press releases and calendar listings, and how to present a story about their work. Additionally, the NHRC launched its own Facebook page to publicize events and promote understanding of human rights issues in the community.

- **NEEDHAM PUBLIC SCHOOLS** Members of the Committee have met with the Superintendent and Needham Public School officials to discuss ways to collaborate and to share resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. Dr. Gutekanst has attended many NHRC meetings and has kept the Committee informed about major initiatives and activities in the NPS. One example has been updates related to the Needham Equity Report. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups.

- The NHRC facilitated several school events during the past year.
  - **STA Day** April 12, 2018 *Pollard Middle School* STA (Students Take Action): A Day of Sensitivity, Tolerance, and Awareness provided a series of workshops for grade 8 students at Pollard. Members of the HRC conducted workshops which introduced and examined students' understanding of "implicit bias".
  - **"One Day" Workshop** January 31, 2018 *Needham High School* Members of the Human Rights Committee conducted four 35-minute sessions which focused on understanding and dealing with "implicit bias".
  - **Representation on NPS Committee** A member of the NHRC was invited to participate in a Needham School District conference entitled Portrait of a Needham Graduate. The goal of the conference is to shape a vision for the future of education in the Needham community. Local leaders from business and higher education were invited to share their perspectives about how to prepare students for jobs and life-long learning.

- **NEEDHAM COUNCIL ON AGING** The co-chairs of the NHRC have corresponded with the Executive Director of the Council on Aging to plan events at the Center at the Heights to accommodate the needs of older adults. The Director has been supportive in helping the Committee reserve dates and space at the Center to host key events. The Center staff members have generously given their time and energy in organizing and facilitating event activities. A public forum was held at the Center at the Heights this past year (*Community Forum "Freedom Team"* – May 17, 2018).

- **NEEDHAM DIVERSITY INITIATIVE, Inc.** The Needham Diversity Initiative (NDI) is a grass-roots, community organization of individuals who live, work, study - or whose children study - in Needham. Many are educators and have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Needham Clergy Association, or Immigration Justice Task Force). The NDI organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Board of the Needham Diversity Initiative. The NHRC has been

an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration. The NHRC has co-sponsored many of the events organized by the NDI during the past year. (See Sponsored Community Events section.)

- **NEEDHAM CLERGY ASSOCIATION** Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have supported and attended public events organized by each group. This past year, NHRC members participated in a race dialogue pot luck dinner sponsored by the Needham Clergy Association and the Cooperative Metropolitan Ministries.

- **NEEDHAM IMMIGRATION JUSTICE TASK FORCE** One member of the NHRC is a member of the Immigration Justice Task Force and has been an important link to the group. The NHRC has supported the activities of the IJTF and has attended and co-sponsored events they have organized. The work of the IJTF is relevant to the work of the Committee: both groups are advocates for human rights. The IJTF has been an important source of information about current issues and actions taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.

- **NEEDHAM FREE PUBLIC LIBRARY** In October 2016, Needham Public Library Trustees and a Board Member presented information to the NHRC about the Library's desire to promote respect for diversity in the town through programming and educational forums. The NHRC has been a cosponsor of the Library Book Forum series.
    - **One Book One Community Program**. Two members of the Committee led a discussion about the implications of immigration policy in the United States, based on the book In the Country We Love: My Family Divided, by Diane Guerrero.
    - **Diversity and Discussion Book Group.** A Committee member co-led a discussion of the book The Hate U Give by Angie Thomas.

- **REPRESENTATIVE DENISE GARLICK** The NHRC continued ongoing discussions with Rep. Denise Garlick focused on how to address incidents of hate and bias that continued to occur in Needham. With generous financial support from Representative Denise Garlick and the Town of Needham, the NHRC invited Jamele Adams to share his expertise and experiences leading the Natick Freedom Team at a community forum. Mr. Adams is a community leader in Natick, race equity expert, celebrated poet, and also Dean of Students at Brandeis, who was instrumental in creating "Freedom Teams" in Natick, Waltham and Cambridge. Freedom Teams pull together leaders from existing groups in town with the focus on creating strategies to respond to instances of hate that happen in that community.

HUMAN RIGHTS RESOURCE GROUPS

The NHRC has kept informed about human rights issues by connecting to regional organizations and groups who serve as resources to the Committee. These resources enhance the work of the

Committee in planning educational forums, and in responding to issues that challenge the human rights of any individual or group in the Needham Community.

- **MASSACHUSETTS ASSOCIATION OF HUMAN RIGHTS AND RELATIONS COMMISSIONS (MAHRC)** The Massachusetts Association of Human Rights and Relations Commissions is an organization of municipal and local agencies responsible for promoting human and civil rights and harmonious relationships among diverse groups at a local level. The mission of MAHRC is to provide local and statewide leadership in the areas of human rights and intergroup relationships. MAHRC accomplishes this charge by promoting networking initiatives, developing educational strategies and model programs; and serving as a resource for new and existing human rights and relations commissions.

- **PEOPLE AGAINST TRAFFICKING of HUMANS (PATH)** Needham PATH's mission is to prevent human trafficking in Needham and in Norfolk County. Their goal is to raise awareness through education, advocacy and collaboration. From the beginning Needham PATH has had a strong relationship with the U.S. Department of Homeland Security Victim Assistance Program. PATH continues to develop ongoing collaboration with other agencies within our local communities. There is a great need to educate the public to be able to recognize the risk factors and indicators which exist in our communities that are "hidden in plain sight". Many Needham PATH members have been trained by organizations such as the U.S. Department of Homeland Security and are available for speaking engagements to educate and raise awareness about human trafficking. One member of the Committee is a member of the organization.

COMMUNITY RESPONSE

In meeting its charge to provide advice and assistance to the Town Manager, Chief of Police, and/or other Town offices, the Needham Human Rights Committee has supported community efforts that promote inclusivity, and has participated in community initiatives in response to acts of hate and bias.

Gender Neutral Language Proposal – Select Board Hearing Mar. 20, 2018

The Committee presented a proposal to the Needham Select Board requesting that the Board change its name (Board of Selectmen) in order to remove reference to gender in its title. A NHRC member read a statement on behalf of the Committee at a public hearing along with group representatives from the League of Women Voters, the Needham School Committee, and NHS students. Arguments were made that adopting the change would promote inclusivity and equality. All members of the Needham Select Board agreed to support the change, which was to be voted upon at a future Town Meeting. Following approval, official changes will be made on a State level.

Solidarity Vigil The NHRC took part in a community vigil held at the Town Common in solidarity with Charlottesville, Virginia and the nation. On August 12, 2017, a car was deliberately driven into a crowd of people who had been peacefully protesting the Unite the Right rally in Charlottesville. Three people were killed and 35 injured in a day of violence surrounding a white supremacist rally.

Statement to the Needham Community

NEEDHAM – LET'S RESOLVE TO BUILD A NURTURING COMMUNITY

Community can be defined as a feeling of fellowship with others as a result of sharing common attitudes, interests, and goals. As our country starts down a new path, many Americans are struggling to maintain a sense of community and unity with fellow residents in their towns and cities. We, as residents of Needham, need to face the difficult challenges of ensuring that our community is indeed safe for all who live, work and come to our town.

As we ring in the New Year, please join the Needham Human Rights Committee in recommitting ourselves to the fundamental values so essential to an effective democracy in the following ways:

- Seek to find and value each other's humanity, even those with whom we disagree;
- Consider and respect other's perspectives and life experiences and how that shapes their points of view;
- Work with individuals who look, act and live differently than we do toward the common good;
- Demand and defend equality for every person;
- Stand up to confront bias, prejudice, and discrimination in all forms, from all sources.

Needham is privileged to have a wealth of community resources that promote respect for cultural integrity, diversity and human rights. These groups strive to enhance the well-being of all who make Needham their home. Learn more about them. Support peaceful community actions by reaching out to others in Needham - exchanging ideas, reconciling differences, building relationships, and creating a foundation for mutual understanding.

Jennifer Howard, C*hair* Marlene Schultz, *Vice-chair*
NEEDHAM HUMAN RIGHTS COMMITTEE

Response to Acts of Hate in Needham The NHRC joined community residents at a vigil held at the Town Common in response to a swastika found spray-painted at the entrance to Needham High School. This was the third time racist graffiti was reported at the school.

We Stand With Our Neighbors
Against Anti-Semitism
For Peace, Freedom and Love
HATE HAS NO HOME HERE.
Wed, May 9th, 6:30pm
Needham Town Common
Please join us as we gather in unwavering support of our neighbors and friends affected by the hateful act of vandalism this week at Needham High School.
Organized by the Needham Diversity Initiative

Statement to the Community
NEEDHAM HUMAN RIGHTS COMMITTEE
May 9, 2018

The Needham Human Rights Committee is devastated by the latest example of hate perpetrated in our community today. The symbols and words used to express intolerance and hate do more than communicate feelings; they inflict pain and stoke fear. Real pain. Real fear. Words have great power; action has more. Act today to engage in conversation with those you love and those you don't. Teach them to recognize the humanity in all those around them and to consider how we all lose when some of us are excluded or targeted by hate. Think about what keeps you from making this the single most important conversation you can have today.

HISTORICAL COMMISSION

Richard Hardy, Chair, Robert Boder, Don Lankiewicz, Miles Shore, M.D., Rose Doherty,Gloria Greis, Jeffrey Heller

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three-year, staggered terms.

FY2018 ACTIVITIES

- Over the course of the year the Historical Commission met with the owners 50 Maple Street (Caleb Crafts house 1870) for renovation, repairs of their historical houses.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, Town common planning, and as a designated member of the Community Preservation Committee.

- The Commission has been researching the usage of Neighborhood Preservation Districts in other towns and cities in the Commonwealth.

NEEDHAM FREE PUBLIC LIBRARY

***BOARD OF TRUSTEES**: Thomas M. Harkins, Chair, Lois C. Bacon, Rose A. Doherty, Richard C. Hardy, Gregory J. Shesko, Carol J. Thomas*

The Board of Library Trustees derives its authority from Massachusetts General Laws, Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

VISION STATEMENT

The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas.

The library will be a vibrant and welcoming place for all people to gather, meet, and learn.

The library will create opportunities for programs, services, and outreach, by building partnerships with institutions, such as schools, businesses, and organizations.

MISSION STATEMENT

The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community.

***Library Staff:** Ann C. MacFate, Director, Demetri Kyriakis, Assistant Director, Diane T. Browne, Technical Services Supervisor, Paula A. Dugan, Children's Supervisor, Stefanie L. Claydon, Reference Supervisor, Danielle Tawa, Technology Specialist Archivist, Gay Ellen Dennett, Reference Librarian Program Specialist, Sarah N. Breen, Reference Librarian/AV Specialist, Erin G. Bassett, Reference Librarian Young Adult Specialist, Deborah A. Lovett, Circulation Supervisor, Carolin S. Davis, Assistant Children's Librarian, Manuela R. LaCount, Assistant, Cataloger, Karen H. Donaghey, Library Assistant, Lu-Ann M. Caron-Leslie, Library Assistant; **Part-Time Reference Staff**: Jeffrey R. Arnold, Lucia S. Dolan, Alexander L. Percy, Leigh R. Rudikoff, **Part-Time Children's Staff:** Steven A. Fowler, Elise R. Katz, Veronica L. McCarthy, Eva D. Thaler-Sroussi, Abigail L. Walzer, **Part-Time Administrative Assistant**: Jenna A. White, **Part-Time Library Assistants**: Sandra J. Bedigan, Annalisa Bishop, Chelsea E. Brown, Charlotte R. Buxton, Phyllis J. Cashman, Renee E. Gold, Eric J. Highers, Judith G. Johnson, Janet S. Krawiecki, James H. Lawrence-Archer, Billie Jean Milligan, Cheryl A. Miller Smith, Deborah J. Reardon, April M. Stevens, Sebastien B. Sulser, Nancy D. Teich, Joan P. True, **Custodial Staff**: Angel R. Lopez, Raymond B. Cranton, Jeffrey Jacquart*

FY18 HIGHLIGHTS

JULY

- 578 children participated in the Summer Reading Club "Build a Better World!"

- Children's librarians presented library activities at the Farmers' Market.
- The Young Adult and Children's Departments presented a four-part "Hobbit Immersion Camp.
- Young Adult Summer Programs included Tech Take Apart, Building a Better World with a Town Engineer, and Birdhouse Building.
- The Boston Bruins kicked off a state-wide Summer Reading Program, "When You Read, You Score," at the Needham Free Public Library. Players read stories, played games, and engaged in other fun activities with the children.
- The library hired a Reference Librarian/Young Adult Specialist.

AUGUST

- Children's Summer Reading activities included Touch-a-Truck, Engineering Enigma with the *Science Bug*, Build a Better Rube Goldberg Machine, Fairytale Engineering, Skype with a NASA Engineer, and Build a Better Minecraft World.
- With the cooperation of several other community groups, the library presented the first Diversity Initiative Discussion Group meeting in the One Book One Community Program. The selected book was *In the Country We Love: My Family Divided* by Diane Guerrero.
- 2,383 people attended the library programs that were presented in conjunction with the August 21 total solar eclipse.
- The Children's Department built an Inspiration Kindness Rock Garden beside the parking lot walkway.

SEPTEMBER

- Popular lecturer Dr. Gary Hylander returned with a new series, *JFK @ 100.*
- The Children's Department received a grant to create a STEAM Center in the Children's Room.
- The afternoon and evening book discussion groups resumed, with the afternoon group reading *One Summer, America 1927* by Bill Bryson and the evening group reading *Deep South: Four Seasons on Back Roads* by Paul Theroux.
- The library continued its expanded Sunday service hours, 1:00 to 7:00 p.m.
- The Friends of the Needham Public Library and PATH (Persons Against Trafficking Humans) presented an afternoon with Jasmine Grace author of *The Diary of Jasmine Grace: Trafficked, Recovered, Redeemed.*
- The Young Adult and Children's Departments sponsored Hobbit Day with an interactive viewing of the movie, *The Hobbit: An Unexpected Journey.*
- The Minuteman Library Network directors voted to join two other Massachusetts library networks in a pilot program for sharing *OverDrive* electronic books.

OCTOBER

- The One Book One Community program concluded with the program, "An Afternoon with Elaine Herrmann Blais." Ms. Blais is a lawyer who works with KIND (Kids In Need of Defense).
- The Friends of the Needham Public Library held another incredibly successful fall book sale. This sale marked the 45th year of Friends' book sales.
- Popular local lecturer Bob Begin presented a program, *Wooden Ships and Iron Men: The*

Naval War of 1812.

- Author Kate Clifford Larson discussed her book, *Rosemary, The Hidden Kennedy Daughter.*

NOVEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY18.
- The Reference Librarians offered "Device Advice for iPads and iPhones."
- Children's Supervisor Paula Dugan attended a Board of Selectmen's meeting to report on the STEAM grant and other children's activities.

DECEMBER

- 1,314 people enjoyed six New Year's Needham children's programs—two programs each of *Magic by George, Debbie and Friends,* and *Storyteller Shawn Middleton.*
- During National Hour of Code Week, the Children's Department offered activities each day.

JANUARY

- The 2018 McIver Lecture Series, "Sports and Society," featured Northeastern Athletic Director Peter Roby speaking on *Sports in Today's Culture.*
- History lecturer Dr. Gary Hylander introduced his new series, *The Progressive Era: The promise of America.*
- Author William F. Quigley reviewed his book, *Pure Heart: The Faith of a Father and Son in the War for a More Perfect Union (Civil War in the North).*
- The library introduced a new database, *America's News* that provides access to information on people, issues, and events in the local area and around the country.
- With funding from the Friends of the Library, the Reference Department subscribed to *Hoopla*, a digital media service offering movies, TV shows, eBooks, audiobooks, comic books, and music.

FEBRUARY

- Temple Beth Shalom and the Needham Free Public Library co-sponsored an Immigration Justice Film Series.
- Professor J. Joseph Burns presented the second McIver Series lecture, *The History of Boston's College.*
- The Library Foundation of Needham sponsored a "Traditional Chinese Dance" program with Lisa Y. Fan in authentic costumes.
- The Children's Department observed "Bring Your Child to the Library Day" with international stories and book-related activities, games, and trivia.
- Children's program, "Mad Science Presents Air and Ice," was a hit, with more than 180 attendees.

MARCH

- Author Paul Christian (*South Boston on Parade*) traced the St. Patrick's Day Parade's history from 1901 to the present in a lively lecture.
- More than 3,700 people enjoyed the more than fifty pieces of art in mixed mediums (presented by talented Needham High School students) and the complementing, fantastic

floral interpretations (presented by members of the Temple Beth Shalom Garden Club, the Needham Garden Club, and the Kalmia Garden Club) at the annual Needham Art in Bloom show.
- The Children's Department started two successful Crazy 8's Bedtime Math Clubs.

APRIL
- The Friends of the Library presented Judith Kalaora's interpretation of the enigmatic Hedy Lamarr, *Tinseltown Inventor: The Most Beautiful Woman in the World.*

MAY
- The Diversity and Discussion Book Club reviewed Angie Thomas' book, *The Hate U Give.*
- The Library Foundation of Needham sponsored naturalist, artist, and falconer Marla Isaac, as she presented and discussed "Live Birds of Prey," including owls, hawks, falcons, and vultures
- The library trustees chose the book, *Life Animated: A Story of Sidekicks, Heroes, and Autism*, by local author Ron Suskind to be the next book in the One Book One Community series.

JUNE
- Use of the library's downloadable programs continued to increase in FY18 with downloadable book use increasing by 22%.
- More than 315,000 people visited the library in FY18.
- During FY2018, 15,993 children attended a record 456 programs in the Children's Department.
- In FY2018 the library sent 61,189 items to other libraries to fill requests and other libraries sent 63,559 items to Needham to fill patron requests.
- The McIver Series continued with Boston University's Dr. James Bird discussing *The Science of Bubbles (Fluid Dynamics).*
- The Needham Police Department presented *Run, Hide, Fight*, training to the library staff.
- The Diversity and Discussion Book Club reviewed Colson Whitehead's book, *The Underground Railroad.*

FY19 FORECAST

The library trustees and staff will continue to work on the goals, objectives, and actions contained in the six divisions of the FY2017 – FY2021 Strategic Plan:

Collections
Programs and Services
Technology
Community Engagement and Partnerships
Facility
Staff

Downloadable books, magazines, films, and music will continue to increase in popularity; however, use of print materials will continue to remain as the most popular library service. The library will continue to experiment with a variety of databases, in order to offer citizens the information that they seek.

DONATIONS TO THE LIBRARY

During FY2018, forty-five people volunteered 1,657 hours of service to the library. Volunteers mended the library's books, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library's shelves, put returned materials back on the shelves, and assisted in the Children's Room STEAM program. The Library Trustees and members of the Friends of the Library and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. Additionally, the Friends of the Library paid for subscriptions to international magazines; museum passes; adult and children's library programs; books; playaways; DVDs; audio books; young adult books, graphic novels, and audiobooks; and the *Hoopla* digital subscription. The Library Foundation of Needham provided funds for many of the library's programs and audiovisual purchases, plus the library's subscription to the *OverDrive Advantage* ebook database. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters at the Highland Avenue entrance. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. McDonald's, Goldfish Swim School, Architrave Toy Store, Learning Express, The USS Constitution Museum, and the Western Massachusetts Library System donated prizes for the Children's Summer Reading Program. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY18 include:

The Needham High School Anime Club
Volante Farms
Kids' Storytime in Chinese
Yoga instructor Lyn Jekowsky
Babson College Kappa Kappa Gamma Sorority

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY2018. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY2016	**FY2017**	**FY2018**
Memorials and Cash Donations	$22,555	$61,566	$62,513
Value of books, DVDs, etc. donated	$ 4,805	$ 6,533	$11,772

DEPARTMENTAL STATISTICS

	FY2016	FY2017	FY2018
Adult Department:			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	302,171	293,259	289,324
Items loaned to other libraries	61,613	55,937	61,189
Items borrowed from other libraries	66,390	64,843	63,559
Total money returned to Town from fines, fees, lost books, etc.	$42,091	$39,798	$39,177.31
Reference Department:			
Reference questions answered	18,242	17,912	19,412
Directional questions answered	6,784	8,408	8,240
Number of people using Genealogy Room	100	85	73
Number of people using Study Rooms	6,394	6,831	7,818
Remote Access	255,752	237,850	227,576
Children's Department:			
Circulation (books, DVDs, CDs, periodicals)	213,527	207,804	203,070
Reference questions answered	13,717	18,344	17,894
Story times and other programs	379	424	456
Attendance at programs	14,311	17,346	15,993
Catalog Department:			
Adult books added to collection	6,498	7,361	20,951
Adult books withdrawn	11,395	5,725	10,182
Children's books added to collection	3,910	11,088	4,785
Children's books withdrawn	2,460	9,489	6,084
Audio items added	1,106	1,265	1,317
Audio items withdrawn	904	627	1,608
Visual items added	1,961	2,070	412
Visual items withdrawn	1,428	985	321
Total Collection	171,951	175,273	184,696

MISCELLANEOUS STATISTICS

Number of registered borrowers	18,492	18,214	17,894
Total hours open	3,392	3,437	3,469
Attendance	343,858	333,543	315,377
Number of Community Room Bookings	510	586	600

NEEDHAM HOUSING AUTHORITY

Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 65 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 416 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667) Elderly/disabled	Linden & Chambers Street	1 BR
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	1 BR
46	Federal Elderly/disabled	Seabeds Way	1 BR
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	2 & 3 BR
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
100	Federal Section 8	Housing Choice Vouchers	Scattered in private housing

Needham Housing Authority provides executive and management services to Wellesley Housing Authority through a management agreement. Wellesley Housing Authority owns and/or manages 235 units of state subsidized family and elderly housing, and has 11 federal Section 8 vouchers.

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. In 2018, Penny Kirk replaced Commissioner Andrew Cohen. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners' service expires in the following manner:

	Office	Term expires
Reginald Foster, Governor's Appointee	Chair	May 2021
Scott Brightman	Vice Chair	April 2019
Karen Hughey, Resident Commissioner	Treasurer	April 2021
Penny Kirk	Commissioner	April 2023
Peter Pingitore	Commissioner	April 2020

STAFFING

The Interim Executive Director currently supervises five administrative staff employees and five maintenance staff employees at Needham Housing Authority as well as four administrative staff employees and four maintenance employees at Wellesley Housing Authority.

Needham Housing Authority administrative staff is composed of the following individuals:

Interim Executive Director	Bernhard Kirstein
Director of Leased Housing	Vacant
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Hien Tran
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals:

Facilities & Maintenance Manager	Gary Kuphal
Maintenance Foreman	Bryan Trundley
Maintenance Mechanic	Dan Mann
Maintenance Mechanic	Al Conti
Maintenance Mechanic	Gregory Gillis

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

BUDGET DATA

Needham Housing Authority maintains separate budgets for each of its programs. Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with Wellesley Housing Authority, Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2017 and was performed by Guyder Hurley, Certified Public Accountants.

FY2018 HIGHLIGHTS

- The NHA has completed an extensive planning study with Abacus Architects for a comprehensive evaluation of all NHA properties to identify redevelopment/modernization opportunities.
- Capital improvement projects included Adaptable bath upgrades at the 1415 Great Plain Ave. Group Home, Flooring Replacement at Common areas of the Sea Beds Way development, and Emergency Paving Repairs at the Chambers Street development.
- Energy Audits Initiated by Maintenance Supt. Gary Kuphal resulted in grants for new boilers at the Captain Robert Cook and High Rock Estates developments.
- Two HUD REAC inspections were performed successfully in 2018 at both Seabeds/Captain Robert Cook and the High Rock Estates inspections.

WAIT LIST

- The average wait time for a one bedroom unit is one to two years. The two and three bedroom list was reopened, and the wait for four bedrooms is over 5 years.

PERSONNEL

- Paul Dumouchel resigned as Executive Director in September 2018.
- Bernhard Kirstein was hired as Interim Executive Director in October, 2019.
- Patricia Edmond left her position as Assistant Executive Director in August 2018, which was not filled.
- Stephen Lavoie hired as Leased Housing Director in September of 2018, resigned in January 2019.

HIGH ROCK ESTATES

The High Rock Estates family housing consists of 60 single family homes located on Fairview St., Memorial Circle, Yurick Rd., Murphy Rd., and Linden St. The homes are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN/CHAMBERS STREET SENIOR HOUSING

The Linden/Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals. The Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current units with modern, one bedroom apartments with increased accessibility for disabled residents.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at

Linden/Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

Captain Robert Cook Drive is a family complex, which receives funding from the Department of Housing and Urban Development. Upgrades this year included improvements to the playground area. Seabeds Way, a senior complex, funded by the Department of Housing and Urban Development, suffered significant winter damage, and has been under reconstruction throughout the year. Residents remained in place during reconstruction. Annual federal capital funds and an emergency capital fund grant were used to partially fund the repairs.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations and businesses including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School, The Needham Community Farm, Noble and Greenough School, Needham Park and Recreation Department, the Linux Club, and the Kalmia Club, and several churches and synagogues. These important partnerships provide residents with additional services and opportunities.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. Hien Tran, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room.

Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program. The Needham Community Farm provides fresh fruits and vegetables to residents through their Mobile Market Delivery service during the summer months. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com.The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M.

PARK AND RECREATION COMMISSION

Commission:
Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
David C DiCicco, Member
Michelle S. Geddes, Member
Matthew M. Toolan, Member

Staff:
Patricia M. Carey, Director
Robyn Fink, Assistant Director
Angela O'Connor, Recreation Supervisor
Kristen Wright, Administrative Specialist

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.
- The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY18 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation:* protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness:* leading the community to improved health and wellness through parks and recreation; and *Social Equity:* ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

ROSEMARY RECREATION COMPLEX

The Summer of 2017 was the first time in 45 years that there was no outdoor pool for summer swimming, but the site was active as construction began on the new facility which will provide two outdoor pools, a spray deck, a new bathhouse, and double the amount of parking. In addition, a second floor would provide a large multi-purpose space for programs and office space for the Park and Recreation Department and the Public Health Division. Construction continued through FY'18, through some tough winter conditions which delayed the opening of the facility.

Super Early Bird memberships went on sale in February 2018 for Needham residents, and continued through April 30th, at which time the sales were suspended until further information was available on the 2018 opening date

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of over $19,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a decrease from prior years, in part due to there not being pool pass sales in fall 2017;
- Commission generated more than $311,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating $258,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse;
- The Needham Cultural Council, Louise Condon Realty, Dedham Institute for Savings Bank, Roche Bros, Copley Motorcars, Friends of Denise Garlick, Exchange Club and many Needham residents donated funds in support of the 2018 summer Arts in the Parks concert series. Parent Talk and other donations supported the 2018 Children's Theatre performances;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields and other related projects including the Memorial Park Building, and the balance includes approximately $2.5 million for replacement of synthetic turf at Memorial Park and DeFazio Park, plus additional funds for other projects. May 2018 Town Meeting authorized funding for design of the replacement synthetic turf project;
- Director served as staff liaison to the Community Preservation Committee;
- Projects funded from Community Preservation Funds in FY'18 included the construction funds for removal of sediment from Rosemary Lake; construction funds for the removal of small buildings at Rosemary Lake camp property; and partial construction funds for the new Memorial Park fieldhouse.

COMMUNITY BENEFITS

- The trail around the Reservoir was reconstructed and is now called the Needham Accessible Reservoir Trail. Work began in July 2017 and the trail was useable by late spring of 2018, with a half-mile loop with two fishing docks, a bridge to connect the trail at the stream, and accessible trail with specialized stone dust, boardwalks and concrete. The trail is for all abilities and ages, including those with physical or sight challenges;
- The Bay Colony Rail Trail was active, with residents regularly using the trail throughout the year. Future projects include the addition of parking, and a connection to Chestnut Street;
- With final permits from the MWRA, the new pedestrian paths on the Sudbury Aqueduct were established, with a section from Great Plain Avenue through Babson and Olin colleges to Forest Street and Wellesley, and then a section from Hunnewell Street, through the Eliot School and over to Hemlock Gorge and Echo Bridge. The Route 128

Add-A-Lane project temporarily impacted access to the eastern section, but that has now been re-established;

- With construction underway on the new Sunita Williams School, work began at the back of the school, creating a new trail from the playground area back to the overlook to the Wellesley water lands;
- Construction of the trail easement behind the new Modera Needham reconnected the Greendale Greenway trail. The linear trail had previously had informal approval to cross over private land, which was later sold for the development;
- Part-time playground maintenance specialist performed weekly maintenance tasks at each site;
- Assisted the Mitchell School in the planning and design stages for a new playground;
- Director worked with students from Needham High School participating in the Community Action project portion of their Greater Boston Project class. Five students created a campaign to educate families on the outdoor recreation opportunities at Needham's parks;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, painted exterior walls at the Cricket building, and worked on a park clean-up project at Perry Park tot-lot with DPW Parks and Forestry;
- Held Field Scheduling Summit, with sport league officials for 16th year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- Park and Recreation Commission approved a pilot mobile food vendor program at DeFazio Park, with vendors able to register for specific Saturday or Sunday time slots through the Town Manager's Office;
- The middle school Youth Center program, now called TGIF (Teens, Games, Infinite Fun) continued with fun, monthly Friday nights. Activities included bubble soccer, obstacle courses, laser tag, table games, music/DJ, and lots of time to create new friends. Early Release Day programs were offered to middle school students, including Boda Borg, Tree Top Adventure, snow tubing at Ski Ward, Action Athletics, Launch, and Laser Quest;
- Department provided regular social media updates through Facebook, Instagram, and TGIF Instagram;
- Assistant Director and Recreation Supervisor served on the Youth Resource Network to help address specific needs of school-age youth and families that reside and/or attend public schools in Needham;
- Park and Recreation Commission and Board of Selectmen discussed options for recreational activities in the downtown area, based on input from the Newton-Needham Chamber forums on "Re-Image Needham Town Center."

ENVIRONMENTAL BENEFITS

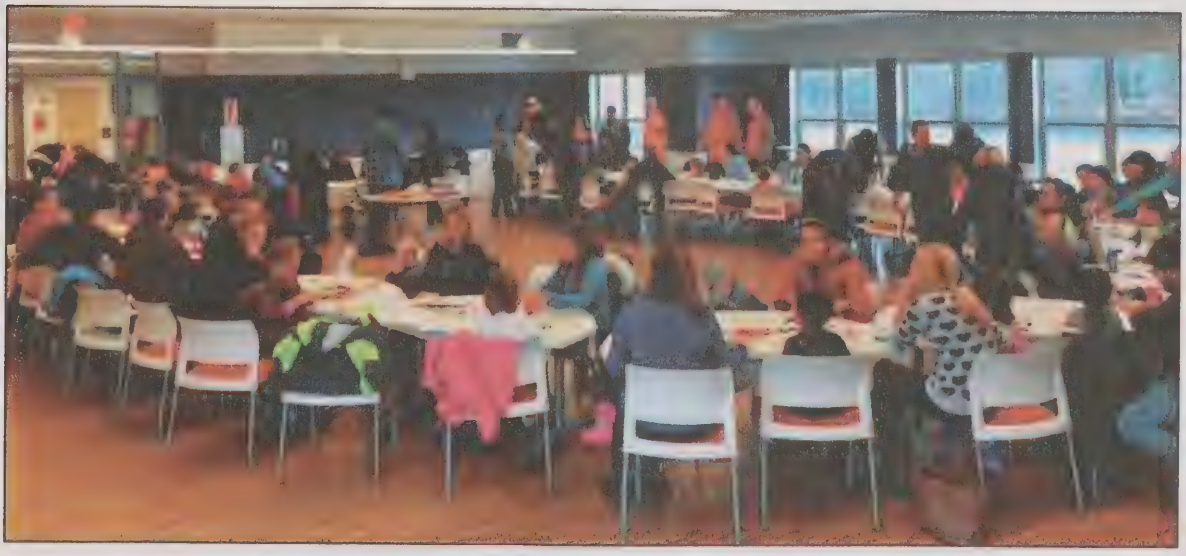
- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;

- With Conservation Department, coordinated update of Open Space and Recreation Plan, which is in final stages of completion;
- With the Conservation Department, participated in a study of Walker Pond and creation of a management plan of the pond;
- Department serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Several Trails Stewards regularly walk designated sections of trails, assisting with light maintenance and reporting issues to Trails Coordinator;
- Director coordinated park and trail clean-up projects in the spring and fall, with more than 1,000 pounds of trash picked up, and works with community groups to do clean-up projects throughout the year;
- Trash left behind at parks, athletic fields, school sites, tennis courts, playgrounds and trails continues to be a discussion, and educational campaigns continue to encourage residents to pick-up trash at any of these sites. Support information provided to department from Keep Massachusetts Beautiful. The Recycling and Transfer Station is starting a pilot program at DeFazio Park and Memorial Park with new containers and Saturday pick-ups in addition to the three weekly pick-ups;
- Continued implementation of projects listed in completed Trails Master Plan with the Conservation Department.

PERSONAL BENEFITS

- Department is part of national campaign to get "Kids into Nature." Many of the department's programs feature outdoor components;
- Extra emphasis has been placed on focusing on fitness in Park and Recreation programs, as well as insuring that nature is incorporated or featured in programs;
- Participated in discussions with Board of Health, Health Department and youth sports organizations on concussion awareness and possible regulations for coaches participating in concussion awareness training;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Family Fishing Festival/Fishing Derby at the Reservoir with the support of local fishing organizations and MA Division of Fisheries and Wildlife;
- Worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- New program offerings included youth moving making; yoga for teens and adults; summer adult basketball; summer adult sand volleyball; summer adult badminton; winter youth archery; LL Bean Geocaching; April vacation programs; and adult ballroom dancing;
- Administrative Specialist was on primary team overseeing Employee Engagement committees, as part of a Town initiative supported by the Town Manager to ensure all employees feel engaged in their workplace and that they consistently contribute to the future of Team Needham. Participated in the creation of written standard operating procedures;
- Director and Recreation Supervisor attended workshops and seminars, including substance abuse prevention; town-wide emergency planning; legislative process; harassment prevention; event security; park development for all ages and abilities;

integrated pest management; customer service; safe pool operations; creative programming; funding resources; stormwater management; and training of staff.



TRAFFIC MANAGEMENT ADVISORY COMMITTEE

Members: Seth Bauer, Stephen DeLisi (Chair), Tony Del Gaizo (Town Engineer), Kara Holmquist, Rhain Hoyland (Highway Superintendent), Lt. John Kraemer (Needham Police Department), Justin McClellan, Donna Mullin, Suzanne Stein, Bob Wilson (Traffic engineer & technical advisor to the TMAC).

The role of the Traffic Management Advisory Committee (TMAC) is to evaluate and make recommendations to the Select Board about public education, enforcement, and improvement of

the safety of the public ways in Needham for vehicle, pedestrian, and bicycling traffic. The goal is to enhance the safety of pedestrians, motorists, and bicyclists. Responsibilities include 1) provide a forum for citizens to seek input on pedestrian, motoring, and bicycling traffic issues; 2) develop and recommend approaches to enhancing safety issues, including new approaches that will correct or ameliorate existing problems; 3) monitor the effectiveness of changes or modifications, and share evaluations with the Select Board; 4) review existing policies and procedures to ensure effective communication, coordination, and continuation of sound traffic and transportation programs; and 5) recommend to the Select Board proposals for implementing significant changes to existing programs needing policy, procedural, and/or budgetary action. The Committee is comprised of a combination of Town officials and citizens.

TMAC meets monthly, on the second Wednesday, with occasional postponements due to scheduling conflicts or other factors. The agenda for each meeting is established in advance by petitions submitted to the Town manager's office, detailing their safety issue and suggestions for improvement. These are reviewed by TMAC members prior to the meeting. At the meeting, each petitioner is invited to summarize their concern and engage in discussion of the relevant issues with TMAC members, for about 15 minutes. When feasible, TMAC will vote on recommended actions. Minutes of the meetings, as well as updates on recommended actions, are made available online.

Over the course of FY18, 40 separate petitions were discussed during TMAC meetings. Although many petitions raise overlapping issues, the main concerns presented to TMAC involve crosswalk safety (over 25%), speed of vehicles (about 22%), and parking. Additional issues raised include safety at some of the Town intersections, inadequate lighting impacting pedestrian and vehicle safety, and lack of visible signage. When appropriate, TMAC approved remedies such as relocating and/or improving signage, installing speed tabs, updating markings/painting on roads, and recommending increased enforcement. Seven speed studies were also approved, and on some occasions Engineering or the Highway division decided to conduct research to better understand a specific set of problems.

It should also be noted that in February, 2018, two high school students were killed while crossing Webster Street at the High School, a tragedy which was felt Town-wide. The ensuing TMAC meeting, attended by numerous residents, members of the Select Board, Representative Denise Garlick, and the media, was marked by an outpouring of grief and increased calls for safety improvements, especially at crosswalks. The Town hired a consultant to study and make recommendations for safety, and the final report of the consultants was pending at the close of FY18.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register
649 High Street, Dedham, MA 02026

This year was a very special year for the Norfolk County Registry of Deeds as we celebrated our 225th anniversary, making us one of the oldest registries in the United States. The public event, which took place last June, was highlighted by the publication of a historical booklet illustrating the many advances that had taken place at the Registry over the past two and a quarter centuries. The booklet also exhibited some of the notable land records of famous people who have lived in Norfolk County, including 4 United States Presidents, Nobel Prize winners and a person from each one of the county's twenty-eight communities.

The Registry of Deeds is the principal office for real property records in Norfolk County. Its mission is to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It houses more than 8.5 million land documents dating back to 1793 when George Washington was President. The Registry is a primary and indispensable resource for title examiners, mortgage lenders, municipal officials, homeowners, title examiners, real estate attorneys, genealogists and others with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell, who has held the position since 2002.

2018 REGISTRY ACHIEVEMENTS

- Register William P. O'Donnell and his staff continued their direct outreach to town halls, senior centers, businesses, historical commissions and civic groups across Norfolk County. The Register held office hours at Needham Town Hall on April 28th.
- The Registry of Deeds Customer Service and Copy Center continues to provide residents and businesses with quality service. ***This year alone, the Center handled more than 5,000 requests.*** These requests included the filing of Homesteads, accessing deeds, verifying recorded property documents and assisting those in need of obtaining a mortgage discharge notice. Customers can contact the Customer Service and Copy Center at 781-461-6101. Hours of operations are 8:30am to 4:30pm, Monday through Friday.
- In calendar year 2018, ***the Registry collected more than $55 million in revenue.***
- The Registry of Deeds continues to address legislative issues to benefit consumers. In 2019, we will continue to advocate for mortgage transparency by refiling legislation requiring mortgage assignments be recorded at the appropriate Registry of Deeds.
- This year saw a record number of electronic recording filers, ***approximately 1,530.***
- In 2018, we hit a record high of recording our ***36,490 Registry of Deeds book***. For the sake of security and redundancy, we store our documents 3 different ways: hard copy, electronically and by microfiche.

- In calendar year 2018, the Registry processed over ***12,000 Homestead applications***. The law Chapter 188 (M.G.L.) provides limited protection of one's primary residence against unsecured creditor claims.
- The Registry continues to fine tune its completed History Comes Alive Transcription program. The initiative, the first in New England, makes land recorded documents written by scriveners of the 18th and 19th centuries in the old cursive hand writing style much easier to read by converting the words into easy-to-read electronic text. ***The program earned the praise of two-time Pulitzer Prize historian, David McCullough.***
- During the end of 2018, the Registry of Deeds started a major renovation project which included updating its electrical system, repairing the ceilings, remodeling the recording area and public work stations.
- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today, all documents dating back to the first ones recorded in 1793 are available for viewing.
- For the first year, patrons had the ability in Land Court to scan their plans in color.
- We also continued our commitment to cyber security with annual training of our employees.
- In 2018, we have expanded our website by including a genealogy page and a section highlighting land records of notable people – United States Presidents, military heroes, noted authors and leaders in their fields of education, environment and the law.
- The Registry's website www.norfolkdeeds.org routinely updates the public on such news as real estate statistics, answers to frequently asked questions, the latest schedule for our community outreach initiatives, along with detailing of our consumer programs. Additionally, we also write a monthly column for various Norfolk County newspapers and their online websites. We also distribute a weekly press release to alert residents of the latest happenings as well as to remind them of our consumer services.
- The Registry's free Consumer Notification Service **experienced *a 21% increase in enrollment from the previous year.*** This consumer/public safety program allows any county resident to opt in to this free notification service and be alerted when any document – fraudulent or otherwise – is recorded against their name. For more information, please see our website at: www.norfolkdeeds.org.
- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the general public, municipal officials, real estate professionals, genealogists and the legal community.
- The Registry continued its community outreach commitment by working with Interfaith Social Services of Quincy, Father Bill's & Main Spring of Quincy and the VA Boston Healthcare System, Voluntary Service Program on our 'Suits for Success' program and supporting the New Life Furniture Bank of MA in Walpole to assist those who are in need of household items. ***Our Toys for Tots' Drive has collected over the years 1,950 presents. Our Annual Holiday Food Drive continues to support Food Pantries in Norfolk County. This year's food drive collected enough groceries and household products to be able to visit multiple food pantries. Finally, the Registry has received more than 4,000 pieces of clothing donations for our "Suits for Success" programs.***

NEEDHAM REAL ESTATE ACTIVITY REPORT

July 1, 2017 – June 30, 2018

During FY18, Needham real estate activity saw increases in both total sales volume and average sales price.

There was a 16% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in FY18, resulting in a decrease of 1,153 documents from 7,099 to 5,946.

The total volume of real estate sales in Needham during FY18 was $632,391,513, a 4% increase from FY17. The average sale price of homes and commercial property was also up 14% in Needham. The average sale was $1,252,260.

The number of mortgages recorded (1,328) on Needham properties in FY18 was 23% from the previous fiscal year. Also, total mortgage indebtedness decreased 27% to $878,084,392 during the same period.

There were 0 foreclosure deeds filed in Needham during FY18, representing a 100% decrease from the previous fiscal year when there were 2 foreclosure deeds filed.

Homestead activity decreased 7% in Needham during FY18 with 574 homesteads filed compared to 615 in FY17.

The Needham notable land deeds selection for the 225 Anniversary Commemoration booklet was Sunita L. Williams, Astronaut. Ms. Williams was born in 1965 and spent her formative years in Needham, graduating from Needham High School in 1983. She graduated from the U.S. Naval Academy in 1987. Her career in the Navy included service in Helicopter Combat Support and was deployed to Operation Desert Shield and Operation Provide Comfort. Willams was selected by NASA for the astronaut program in June 1998. She has launched twice into space and during Expedition 14/15 completed the first marathon of any person in space. The towns' new elementary school was named after her.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,

Bill O'Donnell

William P. O'Donnell
Norfolk County Register of Deeds

Register O'Donnell with staff and a constituent Randolph Town Hall.

President John Adams, Register O'Donnell and Governor John Hancock celebrated the 225th anniversary of Norfolk County, June 20, 2018.

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

SHAPING A BETTER REGION TOGETHER

What a time to be working in policy and planning in Greater Boston! The economy is humming, new development sprouts at every corner, and our creative, competitive workforce is busy developing the next set of innovations that will change the way we relate, converse, commute and create. We have much to be proud of, and much to plan for.

Yet challenges abound, making the hard work of planning deliberately for the future all the more essential and relevant. Our housing affordability remains unresolved. Our economy, though robust, leaves many behind, and entrenched patterns of segregation, disinvestment and displacement make it difficult for many of the region's most vulnerable residents to get ahead. The threat of climate change looms large, and our transportation system groans under the weight of decades of deferred maintenance.

A region bursting with both talent and troubles is ripe for critical minds to apply analysis, modeling, and broad community engagement to the hunt for equitable, collaborative solutions. This is just what we hope to do with our forthcoming long-range regional plan, "Metro Common 2050: Shaping a Better Region Together." In what promises to be a challenging and rewarding two years, we hope to reach the vast diversity of people living, working, and raising families in Metro Boston to get ideas about what our future should look like – and specific steps we can take to reach that vision.

To succeed, this work must include you! Want to get more involved with Metro Common right away? Sign up for the latest updates at **metrocommon.mapc.org**, or visit our agency website to experience the full breadth of our work, at **mapc.org.**

What's in a name? Well, when it comes to Metro Common 2050, each component is meaningful. It's called "Metro" because this is a metropolitan plan, envisioning a future for everyone in the metro region, not just any one town or neighborhood. "Common" indicates a search for shared solutions to common problems, and 2050 is the "out year," or our plan's horizon, and we are trying to envision what we'd like the region to be like in that timeline – with concrete steps to get us there.

We all have a lot in common, we all want to thrive, and we all want to be happy and healthy. There are many challenges: traffic congestion, a changing climate, the increasing cost of housing equity and health, the need to protect our communities, jobs and the economy, making sure local government works, and helping municipal neighbors to work together. We can't do it without your help! Read on to see what we've been up to this year, and then put on your thinking cap to let us know what YOU see as the future.

HIGHLIGHTS OF OUR WORK

MAPC, the regional planning agency for Greater Boston, helps build equity, opportunity, and livable, vibrant places for more than 3.5 million residents living and working in 101 cities and towns across Eastern Massachusetts. Guided by our regional plan, *MetroFuture*, and in concert with our own strategic goals, we strive to be a nimble and innovative public agency that provides core planning support to our member communities while also staying abreast of new trends in housing, transportation, public health, safety, clean energy, preservation, economic development, creative placemaking and more.

MOBILITY

This year, we continued to build on our growing practice area around emerging technological innovation in transportation, while always providing core support services to our region around walkability, bike sharing and cycling infrastructure, trail planning, parking policy, complete streets, transportation demand management, regional transportation planning, sustainability, data, research, and more.

In June, MAPC, MassDOT, DCR and 14 mayors from our Metro Mayors Coalition hosted a special event in the Seaport to announce a regional agreement to facilitate and expand autonomous vehicle testing in Massachusetts. We were joined by Governor Charlie Baker and Transportation Secretary Stephanie Pollack for this first-in-the-nation regional approach to planning for self-driving cars. The MOU establishes a common course for companies looking to test their self-driving vehicles in Massachusetts. With a single application, companies will be able to work with multiple communities to test their technologies in a range of environments, neighborhoods, and road types. In order to be eligible, companies need to have a human driver inside the vehicle at all times, demonstrate that their vehicle has passed a Registry of Motor Vehicles inspection, and prove that the car can be operated "without undue risk to public safety." MAPC worked to help convene the many municipalities who signed onto the MOU, working with local staff, mayors, and city and town managers to help build a regional consensus on testing.

After the signing, the mayors and attendees enjoyed an exhibition of several models of autonomous vehicle currently being tested in the area. The event was just one piece of our multi-faceted approach to helping the region plan for the advent of AV technology in Greater Boston. To read more about this work, visit our blog.

In February, MAPC released the report "Fare Choices: A Survey of Ride-Hailing Passengers in Metro Boston, which gave unique insight into the characteristics of residents and visitors to the region who use ride-hailing services such as Uber and Lyft. This study, the first in the country to survey actual passengers inside their ride share vehicles, asked more than 1,000 riders about their trip – destination, frequency, cost, type of transportation mode replaced – and compiled it into usable data that showed some clear patterns. For example, we found that most survey respondents were young, non-car-owners, and used ride-hailing on a weekly basis. We also found that the type of trip it replaced was very likely to be a transit ride – at 42% of survey respondents – and we estimate that 15% of all ride hailing trips are adding cars to the region's roads during rush hours. This affects not only traffic but MBTA revenue, since each ride hailing trip represents 35 cents in lost fares to the MBTA – far exceeding the 20-cent-per-ride surcharge

fee on ride-hailing assessed by the state. The study, which gained widespread coverage nationwide, demonstrates that ride hailing is a valuable option for many residents but one with negative effects that planners will need to carefully prepare for and plan around.
Read the full report at https://www.mapc.org/farechoices/.

MAPC has also begun organizing a coalition of commuter rail communities this year, in partnership with Transportation for Massachusetts (T4MA) and the MetroWest/495 Partnership. The goal of the group is to bring together officials from 25 communities where commuter rail runs to talk about ways to improve service, advocate for a system that meets the region's needs, and add a focus on climate resiliency and sustainability to the network. The coalition will continue meeting in 2019 so stay tuned for more information on their important work.
Learn more about our work in transportation planning at mapc.org/transportation.

In December of 2017, Boston and the MBTA piloted an exclusive bus lane on Washington Street between Roslindale Square and Forest Hills, building on the success of a 2017 pilot project that utilized **dedicated bus lanes** on Broadway in Everett to alleviate traffic and speed up bus times. Both projects used an MAPC parking analysis to convert car spaces into a devoted bus lane. The Everett and Roslindale projects were so popular with commuters across all modes that the model became permanent in 2018! MAPC has now begun working on two new pilots in Arlington and Cambridge/Watertown to test the use of dedicated bus lanes on Massachusetts Avenue and Mount Auburn Street, two extremely busy corridors, with the dual goals of alleviating traffic and encouraging more drivers to choose cycling or riding the (faster, more reliable) bus for getting around at rush hour.

This year, MAPC has also helped more than a dozen communities near Boston to launch no-cost, **dockless bike share** service. Several cities in our Inner Core, including Chelsea, Malden and Revere, underwent pilot programs to try these dock-free bike share systems in the fall of 2017; in spring of 2018, a regional program procured by MAPC rolled out across Greater Boston, giving more people in more communities access to low-cost bicycling opportunities. Dockless bike share systems offer bicycles with self-locking mechanisms that unlock with a mobile app. Rather than relying on docking stations, these bikes can be parked on the sidewalk, at bike racks, or in almost any publicly-accessible place, where the next user can pick it up, typically paying about one dollar per ride. MAPC's effort helped to create a boundary-less, regional system that local governments could join at low or no cost, even offering e-bikes for greater ease of riding for inexperienced cyclists or riding on hilly terrain. Next, MAPC will be working with a small cluster of communities to develop model language for permitting of electric scooters, the next big thing to emerge in the field of mobility.

In late 2018, the Baker-Polito administration officially announced an exciting new program: MassTrails, which will provide funding and resources to expand and connect recreational trails and shared-use paths in Massachusetts. In addition to distributing about $5 million in matching grants in Fiscal Year 2020, MassTrails will offer technical assistance and resouces to help design, construct, and maintain the Commonwealth's high-quality trails. Some of these resources are already available, including a shared-use path planning and design guide and a cost estimator tool.

MAPC has worked collaboratively with the MassTrails team to advocate for increased attention to trails in the Commonwealth and communicate our priorities for funding.
The MassTrails program is particularly exciting for its potential to help realize MAPC's LandLine vision plan. Earlier this year, MAPC released a visionary plan to connect 1,400 miles of greenways and trails into a seamless network. The LandLine would include consistent and clear signage throughout the network and bring trail access within a mile of where 92 percent of the region's residents live.

MassTrails places particular emphasis on expanding and connecting existing trails - exactly what LandLine is trying to achieve. Read more about LandLine at https://www.mapc.org/resource-library/landline-vision-plan/

CLIMATE

In late 2018, MAPC announced the launch of our Accelerating Climate Resiliency Mini Grant Program. Generously funded by the Barr Foundation, the $15,000 to $50,000 grants will advance strategies protecting people, places, and communities from the impact of climate change. The goal of the program is to fund smaller, low-cost projects, policies, and actions that will contribute to long-term resilience to climate change. While addressing the potential impact of climate change is daunting, MAPC hopes that the funded projects can begin to increase local preparedness.

Climate change is upon us and Metro Boston is already experiencing extreme weather - record-breaking snowfall in 2015, the worst drought in MA since the 1960s in 2016, the warmest year on record in 2017, and four Nor'easters in one month in 2018 (one similar to the Blizzard of '78 in terms of coastal flooding). MAPC recognizes the urgency in building community resilience today and seeks to leverage climate planning efforts into projects that enable communities to thrive in our time of climate change. These grants are a way to turn planning into implementation. Learn more at https://www.mapc.org/resource-library/accelerating-resiliency/.

For much of 2018, MAPC administered a Massachusetts Department of Energy Resources (DOER) grant program to help cities and towns across the state retrofit their streetlights to LEDs and save significant amounts of energy and money. A lesser-known aspect of this project is that all new streetlights being installed are "control-ready." A control-ready streetlight has the internal wiring necessary to pair with smart control devices – such as emergency signal lights – which can be remotely controlled via a web-based system.

More common applications of these wireless control systems include setting regular schedules on lights, allowing them to brighten or dim at specified times of day. Control systems also provide the benefit of real-time maintenance information, such as whether a light is out or turned on during the wrong time of day. This allows for better-informed light maintenance, allowing the city or town to track things in a systematic, orderly way instead of waiting for resident complaints about lights, or losing money and time driving around to check the lights for outages.
In tomorrow's world, the new communications network enabled by these wireless controls could potentially enable numerous innovative "smart-city" applications. Other devices compatible with the systems could include motion sensors to monitor traffic, temperature sensors to inform winter

weather planning, like salting on roadways, integration with water meters, trash pickup, and more.

To learn more about adding smart controls to your city's LED streetlights, or for information about retrofits, visit https://www.mapc.org/our-work/expertise/clean-energy/led-streetlight-retrofits/.

DATA SERVICES

The Metro Boston DataCommon, an open data resource that MAPC first launched in 2006, returned better than ever in 2018 after an extensive user-focused restructuring and redesign. The DataCommon provides a trove of information about a wide array of topics – a resource for everyone seeking to understand their communities. It can help anyone – residents, stakeholders, planners, city and town officials, educators, journalists – explore data and make informed decisions.

In 2006, MAPC launched the very first version of our DataCommon in collaboration with the Boston Indicators Project at the Boston Foundation. Since then, it's gone through multiple iterations and updates. Most recently, the MetroBoston DataCommon allowed users to explore data, look at community snapshots, and create their own charts and maps.

This year, the MAPC Digital Services team took on the task rebuilding the DataCommon. The new, simplified browser makes it easy to grab a quick fact about any city or town in Massachusetts or to dig deep into any of the data. What most users won't see right away is the 'back end' work that connects the Data Common directly to MAPC's in-house database, so that as new data is added, it's available to external users with no delay or extra processing needed. Visit the new DataCommon at https://datacommon.mapc.org/ and send feedback or ideas to datacommon (at) mapc (dot) org.

Massachusetts has some of the oldest gas mains in the nation, with pipes averaging 60 years old. To replace this underground infrastructure, utilities must navigate a patchwork of paper permits to dig up roads across the state, and their plans aren't necessarily coordinated with local DPWs who pave and repair local roads. Fixing streets is necessary but expensive work, making it wasteful to dig them up twice by utilities and public works staff. MAPC wondered: what if utilities and DPWs could coordinate better? There are millions of dollars in potential savings if roads are torn up and repaved less often, as it costs about $1 million per mile to replace gas mains.

The MAPC Digital Services team worked with Ayer, Milton, North Reading, and Westborough to develop an online system to help coordinate infrastructure improvement plans. The project resulted in two separate parts: a common online permitting system for street openings, which reduces towns' and gas companies' administrative and time costs; and Roadworks, an online infrastructure coordination mapping tool that helps municipalities identify where permit requests overlap with planned gas line repairs and other projects. The result? A streamlined digital platform for the four towns to manage, track, and standardize street openings. It helps public works departments coordinate internally across highway, water, and sewer divisions and externally, with gas companies, other utility providers, and local contractors. The first phase of

this project was funded by a Commonwealth Efficiency and Regionalization Grant. If you'd like to learn more and see if your town could participate in the next phase of Roadworks, contact the MAPC Digital Services team at digitalservices@mapc.org.

ARTS & CULTURE

Our two-year-old **Arts & Culture** Division has grown by leaps and bounds, always staying at the forefront of creative placemaking, arts and culture planning, equity, and education, with a focus on helping and working with local officials while engaging local residents in the region in new ways.

This fall, staff from the Arts & Culture team led a cross-departmental, collaborative effort to kick off our Metro Common regional planning process with an installation at Hubweek on Boston's City Hall Plaza. Utilizing a shipping container and interactive materials, the event invited visitors to consider the region's history of segregation and patterns of housing disparity, as a way of forging new conversations on race, equity and land use as we plan for the future. The installation made use of informational flip boards and an illuminated data viewing table, both of which will be viewable at various points during the Metro Common planning process in 2019 and 2020. Data Services and Housing staff contributed to the effort, outlined in more detail on our blog at https://www.mapc.org/planning101/shipping-container-to-interactive-exhibit-housing-at-hubweek/.

Over the summer, MAPC staff attended Rockland Day to help raise money and support for the town's creative placemaking project, Sole of Rockland. Sole of Rockland is an interactive, creative downtown revitalization effort. MAPC engaged Rockland Day attendees through a community art station in the REiMAGINE ROCKLAND tent. The art station invited visitors to make watercolor paintings of their shoe soles to kick-start conversation about the project. The activity engaged everyone! The end result was a wide array of beautiful, shoe-themed artworks, displayed at the tent on a clothesline. At the same time, project team members led a discussion based activity to capture stories and memories of special places and hidden gems of downtown Rockland, through the use of notecards and a custom-designed map. The stories were used to create a new creative map of downtown Rockland that allowed MAPC to identify sites and locate sidewalk art while incorporating the shoeprints made by Rockland residents from the day's event into the map.

In November, Natick saw an infusion of creative projects installed in three locations downtown thanks to a partnership with MAPC, including a musical bridge, a colorful hopscotch board, and new wayfinding decals designed to look like stained glass. The town was brought to life in a new way through "For the Love of Natick: A Creative Placemaking Weekend," the culminating event in a year-long creative placemaking process. Over a dozen artists were commissioned to contribute site-specific artwork throughout the town's center that embodied the values of the project: accessibility, engagement, boldness, respect, historical relevance and forward-thinking, and wayfinding. The art pieces and performances were selected and funded by the Town of Natick, MAPC, and the Natick Center Cultural District as part of a larger project to develop a creative placemaking strategy for Natick Center. "Creative placemaking" is a process that uses arts and culture to enhance community identity, improve social and cultural cohesion, and address challenges in a specific area. Developing a strategy for creative placemaking in Natick

Center has involved engaging a diverse array of stakeholders in the town to identify improvements they wanted to see in their town center. The project will gather information about the area's arts and cultural assets and include recommendations for new processes, tools, and strategies to encourage creative engagement. Read more about the project on our blog at https://www.mapc.org/planning101/weekend-long-celebration-of-art-in-natick. Read more about the arts and culture team's ongoing work online at mapc.org/our-work/expertise/arts-and-culture.

PUBLIC HEALTH

Good food and good health go hand in hand. With a good food system comes environmental sustainability, social cohesion, and civic engagement. Technical assistance around our food system is a key component of our suite of planning services in the areas of public health, land use, culture and beyond. Though challenges abound, partnerships around food and planning can be fruitful places to make meaningful change in the lives of our region's most vulnerable and underrepresented groups.

Like many urban areas, the city of Everett faces challenges to providing equitable access to healthy, culturally appropriate foods. Recent demographic shifts and rapid development have posed their own challenges to the local food system, which is why MAPC, working with the city and Everett Community Growers, recently completed the Everett Community Food Assessment and Plan.

Residents, food business owners, and other stakeholders worked over the course of a year to figure out what's working and what's not in Everett's food system, learning in particular about school food, food businesses and their workers, community gardeners and urban agriculture, and food security. MAPC acted as the co-author and planning technical assistance provider for the plan, digging in on research, organizing meetings and events, collecting and making sense of data, and developing project materials. A variety of stakeholders weighed in on their experiences through surveys, focus groups, and even photography. Local photographer Katy Rogers invited residents to view their City as community photojournalists and take pictures that told the story of Everett's food system. These photos and stories were exhibited over the summer on the Northern Strand Community Trail, at "Everett Earthworks," the site of a newly installed public art installation and garden by MAPC artist-in-residence Carolyn Lewenberg.

In one of the most diverse cities in the Commonwealth, project partners worked to ensure that the changes called for in the food plan would celebrate Everett's many cultures and promote health equity and racial equity. As a result, the plan emphasizes inclusive decision making, multilingual outreach, and improving conditions for those most negatively impacted in the food system. Read more about this effort on our blog at https://www.mapc.org/planning101/mapc-helps-city-of-everett-community-partners-launch-first-ever-food-plan/.

MUNICIPAL COLLABORATION

The state's Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state's central, northeast, southeast and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including

the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our **collective purchasing program,** and we continue to work with law enforcement and prevention partners in eight Inner Core communities – Cambridge, Chelsea, Everett, Malden, Revere, Quincy, Somerville and Winthrop -- to manage the Shannon Community Safety Initiative, a grant program designed to address **youth and gang violence.** We are honored to continue facilitating this program in tandem with our community partners and believe it has a very real impact on at-risk youth and crime prevention.

This year, our procurement services staff led 20 school food directors from Acton-Boxborough, Littleton, Ashland, Canton, Milton, Needham, Webster and Hopkinton on a tour of seafood vendors who are on contract with MAPC to provide healthy, locally-caught seafood to schools across Eastern and Central Massachusetts. This contract aims to support local fishermen who catch underutilized fish species, while diversifying the menu at local schools and helping more kids enjoy eating fish as part of lunchtime nutrition. More sessions are planned with additional school directors in the spring.

Our Municipal Collaboration team also works inter-departmentally, collaborating with Clean Energy and Transportation to develop an approach to group purchasing that filled gaps in the Massachusetts clean vehicle landscape this year.

Adding electric, hybrid, and other alternative fuel vehicles to municipal fleets reduces carbon emissions while cutting spending on gasoline and diesel fuels – but the benefits and potential of these technologies aren't widely known. Municipal fleet managers and departments of public works are wary about buying battery electric or hybrid electric vehicles for their fleets without examples of cost savings, operations, and maintenance benefits. That's where MAPC and the Fleets for the Future Initiative have been trying to fill the gap.

In the spring of 2016, the Department of Energy selected MAPC as one of a handful of organizations nationwide to pilot a program helping fleets across our region procure fuel-efficient vehicles and related technology. Led by the National Association of Regional Councils (NARC), MAPC and four other regional councils, nine Clean Cities Coalitions, and five technical partners launched what would become Fleets for the Future. The MAPC team set out to make it easier for municipalities and state agencies to integrate clean vehicle technology into their fleets, while saving money by buying together at a discounted cost. Visit https://www.mapc.org/our-work/expertise/clean-energy/clean-vehicle-projects to learn more about our Clean Vehicle Projects and Green Mobility Group Purchasing Program.

POLICY

On the **government affairs** front, our team worked intensively throughout the year on numerous legislative priorities, ranging in topic from affordable housing and zoning reform to driverless

cars, regional ballot initiatives, short-term rentals, opioid investments, regionalization grants and more.

In early October, the Metro Mayors Coalition announced a goal of creating 185,000 new housing units between 2015 and 2030. This region-wide housing goal was among the first of its kind in the nation, and received a significant amount of press coverage. It represented a collaborative, months-long effort among staff from Government Affairs, Communications, Housing, and the Data Services Digital group, which build a highly informative website for the project at https://housingtaskforce.mapc.org/.

This landmark regional housing commitment includes a regional production goal, with a set of 10 principles and best practices to guide the commitment toward meaningful action. Work toward setting a regional goal began last year when these Metro Mayors Coalition communities banded together to establish a Task Force to address the region's worsening housing crisis. Since 2010, the 15 cities and towns of the Metro Mayors Coalition have added nearly 110,000 residents and 148,000 new jobs, while permitting only 32,500 new housing units. Intense competition for the limited available housing drives up prices, makes it difficult for people to find homes they can afford, and increases the potential for displacement. MAPC projects that Eastern Massachusetts will need 435,000 units of housing by 2040 to meet demand.

To help visualize development from both a regional perspective and a local perspective, MAPC also created MassBuilds, a visual database of development in the Greater Boston region, this year. It's fast becoming one of the most comprehensive databases of past, present, and future development in the area, and as it grows, it will only become more valuable. The site relies on users – that's right, the public – to tell us about proposed development or new construction that we missed. All of these data points will affect decisions made by MAPC, the state, and maybe even your town. To make sure your community is represented accurately, visit https://www.massbuilds.com/map.

EQUITY

In early 2018, MAPC took the next step to promoting a more equitable region with the release of a draft **State of Equity in Metro Boston Policy Agenda**. We hope that the plan serves as a tool to advance policy change in the Boston region and that it serves as a roadmap not only for MAPC, but for our coalition partners, legislators, state and municipal officials, policy experts, and anyone looking to reduce and eliminate inequities our region.

As an organization, MAPC has specifically tracked equity indicators since 2011, when we released the first State of Equity for Metro Boston Indicators report. The indicators track inequalities across sectors including housing, transportation, public health, and contaminated environments. We updated that report last year in the State of Equity 2017 Update, which delved into the data to show where the Metro Boston region had improved in five years – and where work was still needed. This 2018 report outlines policy goals and features a digital web component, https://equityagenda.mapc.org/, that features stunning visuals and interactive maps using MAPC's equity data to show disparities in the region, and information on each of MAPC's overarching policy goals. View photos from the standing-room-only State House event where the report was unveiled on Facebook.

We are confident that 2019 will be a year of inspiring engagement and visioning for the future of Greater Boston, and we hope you will join us. Visit our home on the web, mapc.org, and don't forget we are always listening on Twitter **@MAPCMetroBoston**. We also have a refreshed presence on LinkedIn, and we'd love for you to check it out at linkedin.com/company/metropolitan-area-planning-council.

We look forward to shaping a better region – together!

THREE RIVERS INTERLOCAL COUNCIL

Representing the Towns of Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood

The Three Rivers Interlocal Council (TRIC) is an independent membership organization within the Metropolitan Area Planning Council comprised of thirteen communities southwest of Boston.[1] TRIC's mission is to support cooperative municipal planning that links the impacts of growth and development in each town to aggregate impacts felt throughout the region. All TRIC meetings and events are open to the general public, and the group encourages sharing of ideas and fostering collaboration with its partners in the Council as well as those throughout the region.

TRIC develops a work plan each year that is implemented in July and runs through the following June. After being re-elected in May 2018, Paige Duncan, Foxborough's Director of Planning, served as Council Chair; and Susan Price from Sharon and Michael McCusker of Westwood served as Vice Chair and Second-Vice Chair, respectively, for the entirety of 2018. TRIC was staffed by Christine Howe, Grants Management and Procurement Specialist, who stepped down in January after winning a seat on the Stoughton Board of Selectmen, and by Laurie Zivkovich, Municipal Services Specialist, for the balance of the year.

Throughout 2018, the TRIC communities met and exchanged information with the intent of understanding how the development goals of communities interact with one another. The communities also maintained purposeful links to established working groups that are exploring transportation, housing and other issues. Participants at TRIC meetings included Council Representatives, town planners, members of Boards of Selectmen, members of Planning Boards, Town Administrators and Managers, Chamber of Commerce representatives, Neponset Valley TMA representatives, private entities and partners, and interested citizen-planners. The Neponset Valley Chamber of Commerce remains a strong partner to the municipalities in maintaining strong regional advocacy links to state and federal transportation planning organizations and hosts the monthly TRIC meetings at its location: 520 Providence Highway, Suite 4 Norwood, MA 02062.

[1] Needham and Milton maintain dual membership in the TRIC and Inner Core Committee subregions.

2018 MEETINGS & EVENTS

January 16	TRIC discussed local historic preservation planning. Massachusetts Historical Commission staff provided an overview on what local historic preservation looks like in municipalities across the Commonwealth.
February 20	TRIC participated in a housing-for-the suburbs exercise. In preparation for this meeting, MAPC staff developed a survey to better understand and gauge each municipality's housing priorities in preparation for a March "Housing for the Suburbs" discussion. Also in February, TRIC and SWAP members attended the Massachusetts Housing Partnership's 40B workshop for local board members/elected officials.
March 20	TRIC participated in an MAPC staff-led discussion on "Housing for the Suburbs, which included a work-in-progress update on the "Living Little" project and smaller housing typologies (DLTA funded), and a Q&A session relating to housing-related questions, concerns and "how to's", such as responding to NIMBYism, harnessing municipally owned land to encourage "affordable" housing, creative financing tools, how to start a municipal affordable housing trust, and use of housing production plans. TRIC also heard from MACP staff about the approaching update to MetroFuture, the region's 30-year plan, and opportunities for municipalities and community stakeholders to engage in its development. On March 9th, TRIC and State Representative Jay Barrows co-hosted a well-attended annual Legislative Breakfast at Gillette Stadium. Also attending were Senator Paul Feeney and Representatives Shawn Dooley, William Driscoll and Louis Kafka. MAPC staff provided an update on MAPC's legislative priorities and on zoning reform/housing. The legislators discussed their legislative priorities for the upcoming session before taking questions from the audience. Key issues discussed included transportation, traffic, economic development, zoning reform and opportunities for shared services among municipalities. TRIC returned to Gillette Stadium on March 28th for the Bridging Transportation Gaps in Neponset Valley forum, which was hosted by the Neponset Valley TMA, TRIC and MAPC. The forum produced a large turnout and good conversation about transportation challenges in the Neponset Valley region. Paige Duncan, TRIC's Chair and Foxborough's Planning Director, presented on the Foxborough Commuter Rail Pilot, and David Loutzenheiser, Senior Transportation Planner at MAPC, facilitated a group-wide discussion. One outcome was the formation of the Suburban Mobility Working Group, which brings together representatives from local stakeholders, legislators, MBTA, MassDOT, RTAs, municipalities, institutions, and private organizations to comprehensively look at mobility issues and develop a transportation strategy to address local and regional mobility needs. The Group and its three subcommittees continued to meet regularly throughout the year.
April	TRIC did not hold a regular meeting this month. On April 26th, TRIC and SWAP members attended a Massachusetts Housing Partnership workshop regarding zoning

	for multifamily development suitable for the suburbs.
May 15	The May meeting highlighted the topic of Age Friendly Communities. Representatives from AARP and the Massachusetts Healthy Aging Collaborative presented on AARP's Network of Age-Friendly Communities and the ways in which community leaders can promote healthy aging and enhance the quality of life for all of their residents. TRIC also elected its officers for FY19: Paige Duncan, Chair; Susan Price, Vice Chair; and Michael McCusker, Second Vice-Chair.
June 19	TRIC and SWAP met jointly in Medfield for conversation and a presentation by Francis Goyes, MAPC's Regional Housing and Land Use Planner, as part of the "Living Little" project (DLTA funded), which investigated small housing typologies in the SWAP and TRIC subregions. A "Living Little" report was finalized following working meetings with the town planners of Foxborough, Medfield, Medway, Sherborn, and Stoughton. TRIC also reviewed the results of an MAPC staff-issued work plan survey and discussed options for guest speakers and presentations for FY19.
July 17	TRIC finalized its FY19 Work Plan, which spans the months of July 2018 to June 2019. There also was an extended discussion and exchange of issues and projects occurring in each community.
August	TRIC did not meet in August.
September 18	MAPC's Government Affairs Specialists Leah Robbins and Diego Huezo provided an update on legislative priorities, which was followed by a group discussion of the biggest challenges faced by each community and which issues they would like to see prioritized for the next legislative session.
October 16	TRIC met at the Islington Community Center in Westwood for a presentation and a walking tour of the Islington Center Redevelopment Project. Speakers included Mike Jaillet, Westwood's Town Administrator; Nora Loughnane, Westwood's Director of Community & Economic Development; and project developer Giorgio Petruzziello of Petruzziello Properties. The Project involves eight parcels of land, four of which were originally owned by the developer and four owned by the Town.
November 13	The Boston Region Metropolitan Planning Organization (MPO) staff led a discussion about the MPO's organizational structure; its next long-range transportation plan and its capital investment plan; upcoming MPO meetings and deadlines; and a request for ideas for future studies in the TRIC subregion. Also in November, many of TRIC's Town Managers and Administrators, elected officials, planners, municipal staff, and community leaders participated in *MetroCommon x 2050* discussions with MAPC staff, sharing their challenges and visions for the future.
December	TRIC did not meet in December.

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

Respectfully submitted,
David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

NCMCD is engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic. Public requests for service alert us to high numbers of nuisance mosquitoes.

Virus Isolations in the town:	18 samples submitted, 2 WNv isolations in 2018
Requests for service:	71

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work. Tire collections remove a common breeding site of mosquitoes.

Culverts cleared	13 culverts
Drainage ditches checked/hand cleaned	14,000 feet
Intensive hand clean/brushing*	200 feet
Mechanical water management	0 feet
Tires collected	0

** Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of mosquito control. An intensive monitoring program aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications	(April)	254.6 acres
Summer aerial larvicide applications	(May – August)	0 acres
Larval control - briquette & granular applications by hand		4.7 acres
Rain basin treatments – briquettes by hand (West Nile virus control)		2,633 basins
Abandoned/unopened pool or other manmade structures treated		1

Adult Control

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks	1,595 acres
Barrier applications on municipal property	0

INNER CORE COMMITTEE (ICC)

A subregion of the Metropolitan Area Planning Council including 21 cities and towns:

Arlington • Belmont • Boston • Brookline • Cambridge • Chelsea • Everett • Lynn • Malden • Medford • Melrose • Milton • Needham • Newton • Quincy • Revere • Saugus • Somerville • Waltham • Watertown • Winthrop

INTRODUCTION

The Inner Core Committee (ICC) is a subregional council of the Metropolitan Area Planning Council (MAPC), the regional planning agency for the 101 cities and towns in the metropolitan Boston area. It consists of 21 cities and towns within the metropolitan Boston area. ICC fosters joint and cooperative action within the subregion and provides a forum for planners and municipal representatives to explore issues of mutual concern.

The ICC meets on a bimonthly basis for a total of 6 times in FY18. ICC membership learned about and discussed subject matter related to economic development, legislation, transportation, arts and culture, housing, and health and environment. The subregion hosted guest speakers from the following agencies, organizations, and businesses: Arts + Business Council of Greater Boston, A Better Cambridge, Central Transportation Planning Staff (CTPS), French 2D, FWD Partners, Greentown Labs, Massachusetts Bay Transportation Authority (MBTA), Mass Cultural Council, MassDOT, Massachusetts Smart Growth Alliance (MSGA), and the Transformative Culture Project. Sessions were also attended by MAPC staff from various departments and divisions, including Arts + Culture, Environment, Government Affairs, Housing, Public Health, and Transportation. All meetings begin with breakfast and a casual community exchange of local efforts, challenges, and successes.

SCHEDULE OF FY18 MEETINGS BY TOPIC

1. **September 20, 2017.** The meeting began with updates from MAPC's Government Affairs and MSGA Deputy Director Larry Field provided an overview of the Community Benefits District Bill. Next, Brontë McGarrah of Greentown Labs talked about how the City of Somerville incubated an incubator by first recruiting them and then helping them to expand. Finally, MAPC's then-Chief Economic Development Planner Amanda Chisholm talked about her team's work to mitigate the risk of small business displacement in hot markets.
2. **November 15, 2017.** The ICC held its annual Legislative Breakfast where MAPC's Government Affairs team provided a legislative update, then Representatives Aaron Michlewitz, Mark Cusack, and Kevin Honan discussed short-term rentals, recreational marijuana, and housing production. Most of the meeting was spent on discussion between the legislators and the ICC membership.

3. **January 17, 2018.** The January ICC meeting focused on transportation, beginning with a presentation by Jen Slesinger of MassDOT on Focus40. Next, Brian Kane with the MBTA talked about progress in installing transportation signal priority in the region. Lourenço Dantas and Jen Rowe with CTPS shared some updates on from the MPO, including on the next Long Range Transportation Plan. Jay Monty with the City of Everett talked about a local "informal" bus rapid transit pilot. Finally, MAPC's Kasia Hart in Transportation talked about no-cost bike share installation in the region.
4. **March 21, 2018.** The March ICC meeting was largely dedicated to arts and culture planning. MAPC's Arts + Culture Manager Jennifer Erickson, Jim Grace of the Arts + Business Council of Greater Boston, Cara Berg Powers of the Transformative Culture Project, and Greg Liakos of the Mass Cultural Council joined the membership to share their efforts to support the arts. Discussion focused on the benefits of a cultural plan, arts and culture as a marketing and sales tool, and responding to displacement. The meeting concluded with a short overview of the design phase of the regional plan update.
5. **May 23, 2018.** Jesse Kanson-Benanav of A Better Cambridge and Anabelle Rondon of MSGA kicked off the May ICC meeting focused on housing with recent efforts to build pro-housing coalitions. Jenny French of architecture firm French 2D and Michael Winston of FWD Partners talked about alternative and small-scale housing types with a focus on co-housing. ICC Coordinator and Chief of Housing + Neighborhood Development provided an update on the Metropolitan Mayors Coalition's Regional Housing Task Force. The remainder of the meeting was dedicated to work planning for FY19.
6. **June 20, 2018.** In June, the ICC convened for its final FY18 meeting, which included a presentation by MAPC Public Health Director Barry Keppard on health and housing, one by MAPC Clean Energy Analyst Meg Aki on the Green Mobility Purchasing Program, and one by MAPC Senior Environmental Planner Darci Shofield on the MMC Climate Preparedness Taskforce. Brookline staff Francisco Torres and Ashley Clark spoke about the Town's efforts to develop local regulations for cannabis. A vote on co-chairs and the FY19 work plan was postponed until September.

FY18 INNER CORE PLANNERS FIELD VISITS KNOWLEDGE EXCHANGE

In addition to regularly scheduled bimonthly meetings, the ICC also engages in the Inner Core Field Visits Knowledge Exchange. For the second year, this informal discussion series is an opportunity for ICC planners to speak candidly about challenges and learn about technical strategies to address them based on each other's experiences. It consists of four quarterly meetings, each hosted by a member municipality and focused on the followed topics:

- **Transportation Demand Management.** Arlington hosted this meeting on October 18, 2017. Cambridge shared its TDM strategy, Somerville shared its program at Assembly Square, and Newton talked about a three-fold strategy consisting of TDM, on-street parking, and parking regulations through zoning. Boston noted its interest in TDM, Melrose talked about considering a payment in lieu of parking program, and Malden talked about not requiring parking for commercial development.
- **Accessory Dwelling Units.** Newton hosted this meeting on December 6, 2017. Newton began the conversation with an overview of its new ordinance, adopted in April 2017. Boston discussed a new pilot kicking off soon. Arlington, Cambridge, Brookline,

Melrose, Somerville, and Watertown also shared their efforts to expand the regional supply of ADUs. The Town of Wellesley attended to learn from the successes and challenges faced by these communities.

- **Neighborhood Scale Planning.** Somerville hosted this meeting on February 21, 2018, and shared several neighborhood plans, followed by Arlington and Malden. Out of this discussion, Somerville took the lead on putting together a regional place types project proposal for funding consideration through MAPC's Technical Assistance Program. After review, elements of the proposed work will be pursued as part of MAPC's MetroCommon 2050 planning process.
- **Confronting Housing (+ General) Opposition.** Brookline hosted this meeting on April 18, 2018, and was joined by Cambridge, Chelsea, Milton, Newton, Revere, Saugus, and Somerville. Discussed focused on local NIMBY and YIMBY efforts and strategies to address the former, including how to foster community support for development and protect residents at risk of displacement due in part to rising housing costs associated with insufficient supply.

LEADERSHIP AND STAFF

Co-chairs. The co-chairs for FY2018 were John DePriest, Director of Planning and Development in the City of Chelsea, and Dan Bartman, Senior Planner in the Office of Strategic Planning and Community Development in the City of Somerville.

Staff. The ICC Coordinator, a MAPC staff member appointed by the MAPC Executive Director, is Karina Milchman, MAPC's Chief of Housing + Neighborhood Development. She is the main point of contact for all matters related to the Committee. She may be reached at kmilchman@mapc.org or by phone at 617-933-0738.

Method	Board/Committee	Member / Term Expiration
Elected	Board of Assessors	Thomas P. Colarusso 2019
Elected	Board of Assessors	Paul Dawson 2020
Elected	Board of Assessors	Ted Owens 2018 *(thru 4/9/18)* Walter F. McDonough *(elected 4/10/18)*
Elected	Board of Health	Edward V. Cosgrove, Ph.D. 2020
Elected	Board of Health	Stephen P. Epstein 2019
Elected	Board of Health	Jane Fogg 2018 *(thru 4/9/18)* Kathleen Ward Brown *(elected 4/10/18)*
Elected	Commissioners of Trust Funds	Jack Cogswell 2018 *(thru May 2018)* Daniel Burns *(appt 8/7/18)*
Elected	Commissioners of Trust Funds	Joseph P. Scalia 2019
Elected	Commissioners of Trust Funds	Heydon David Traub 2021
Elected	Constables	Paul F. Hunt 2020
Elected	Constables	Charles G. Wright 2020
Elected	Housing Authority	Scott Brightman 2019
Elected	Housing Authority	Andrew Lewis Cohen 2018 *(thru 4/9/18)* Penelope Kirk *(elected 4/10/18)*
Elected	Housing Authority	Karen Sue Hughey 2021
Elected	Housing Authority	Peter J. Pingatore 2020
Elected	Housing Authority	Reginald Foster *(State Appointee)*
Elected	Moderator	Michael K. Fee 2019
Elected	Park & Recreation Commission	Cynthia Chaston 2019
Elected	Park & Recreation Commission	David DiCicco 2021
Elected	Park & Recreation Commission	Michelle Geddes 2019

Method	Board/Committee	Member / Term Expiration
Elected	Park & Recreation Commission	Christopher Gerstel 2021
Elected	Park & Recreation Commission	Matt Toolan 2020
Elected	Planning Board	Paul Alpert 2020
Elected	Planning Board	Ted Owens 2021
Elected	Planning Board	Elizabeth Grimes 2023
Elected	Planning Board	Martin Jacobs 2022
Elected	Planning Board	Jeanne S. McKnight 2019
Elected	School Committee	Connie Barr 2019
Elected	School Committee	Heidi Black 2021
Elected	School Committee	Andrea Longo Carter 2019
Elected	School Committee	Michael Greis 2020
Elected	School Committee	Susan Neckes 2021
Elected	School Committee	Matthew Spengler 2020
Elected	School Committee	Aaron Pressman 2019
Elected	Selectmen	John A. Bulian 2021
Elected	Selectmen	Matthew D. Borrelli 2020
Elected	Selectmen	Marianne B. Cooley 2020
Elected	Selectmen	Maurice P. Handel 2021
Elected	Selectmen	Daniel P. Matthews 2019
Elected	Town Clerk	Theodora K. Eaton 2019

Method	Board/Committee	Member / Term Expiration
Elected	Trustees of Memorial Park	Mark Forbes 2021
Elected	Trustees of Memorial Park	John Gallello 2020
Elected	Trustees of Memorial Park	James Healy 2019
Elected	Trustees of Memorial Park	Charles J. Mangine 2019
Elected	Trustees of Memorial Park	William J. Topham 2021
Elected	Trustees of Public Library	Lois C. Bacon 2019
Elected	Trustees of Public Library	Rose Doherty 2019
Elected	Trustees of Public Library	Richard Hardy 2020
Elected	Trustees of Public Library	Thomas M. Harkins 2020
Elected	Trustees of Public Library	Margaret Pantridge *(thru 4/9/18)*
Elected	Trustees of Public Library	Gregory John Shesko 2021
Elected	Trustees of Public Library	Carol Jean Thomas 2020
Appointed by Board of Selectmen	Town Manager	Kate Fitzpatrick 2019
Appointed by Board of Selectmen	Town Counsel	David S. Tobin 2019
Appointed by Board of Selectmen	Board of Appeals	Kathleen Lind Berardi 2020
Appointed by Board of Selectmen	Board of Appeals	Peter Friedenberg 2019
Appointed by Board of Selectmen	Board of Appeals	Howard S. Goldman 2020
Appointed by Board of Selectmen	Board of Appeals	Jon D. Schneider 2019
Appointed by Board of Selectmen	Board of Appeals	Jonathan D. Tamkin 2021
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Michael Greis 2021

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Peter E. Hess 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Dan Schwartz 2020
Appointed by Board of Selectmen	Cable Television / Advisory Committee	Jonathan D. Tamkin 2021
Appointed by Board of Selectmen	Commission on Disabilities	Susan Crowell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Debbi Heller 2021
Appointed by Board of Selectmen	Commission on Disabilities	Bruce A. Howell 2018
Appointed by Board of Selectmen	Commission on Disabilities	Jeanie Martin 2019
Appointed by Board of Selectmen	Commission on Disabilities	Barbara Moss 2021
Appointed by Board of Selectmen	Commission on Disabilities	Elaine Saunders 2021
Appointed by Board of Selectmen	Commission on Disabilities	Colin (Dale) T. Wise 2021
Appointed by Board of Selectmen	Commission on Disabilities	Corine Burke 2019
Appointed by Board of Selectmen	Commission on Disabilities	Tatiana Swanson 2019
Appointed by Board of Selectmen	Conservation Commission	Sue Barber 2020
Appointed by Board of Selectmen	Conservation Commission	Janet Bernardo 2019
Appointed by Board of Selectmen	Conservation Commission	Artie Crocker 2019
Appointed by Board of Selectmen	Conservation Commission	Stephen Farr 2021
Appointed by Board of Selectmen	Conservation Commission	Peter Oehlkers 2019
Appointed by Board of Selectmen	Conservation Commission	William Murphy 2020
Appointed by Board of Selectmen	Conservation Commission	Alison G. Richardson 2021

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Council of Economic Advisors	Peter Atallah 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Adam Block 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Glen Cammarano 2020
Appointed by Board of Selectmen	Council of Economic Advisors	William Day 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Ted Owens 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Maurice P. Handel 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Bob Hentschel 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Stuart Agler 2021
Appointed by Board of Selectmen	Council of Economic Advisors	Richard Putprush 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Virginia Fleisher 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Martin Jacobs 2018
Appointed by Board of Selectmen	Council of Economic Advisors	Jack Cogswell 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Russell Mactough 2019
Appointed by Board of Selectmen	Council of Economic Advisors	Matt Talcoff 2020
Appointed by Board of Selectmen	Council of Economic Advisors	Michael Wilcox 2019
Appointed by Board of Selectmen	Cultural Council	Sharon Breitbart 2019
Appointed by Board of Selectmen	Cultural Council	Catherine B. Nanda 2020
Appointed by Board of Selectmen	Cultural Council	Ronald Lowry 2020
Appointed by Board of Selectmen	Cultural Council	Gail Lustig 2019
Appointed by Board of Selectmen	Cultural Council	Kristen Mazzocchi 2020

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Cultural Council	Elise Miller 2020
Appointed by Board of Selectmen	Cultural Council	Elizabeth Wells 2018
Appointed by Board of Selectmen	Golf Course Advisory Committee	Roy Cramer 2021
Appointed by Board of Selectmen	Golf Course Advisory Committee	Daniel Dain 2021
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jack Heavey 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Richard M. Reilly 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Golf Course Advisory Committee	Jon Schneider 2020
Appointed by Board of Selectmen	Golf Course Advisory Committee	MaryGrace Summergrad 2020
Appointed by Board of Selectmen	Historical Commission	Robert Boder 2019
Appointed by Board of Selectmen	Historical Commission	Don Lankiewicz 2019
Appointed by Board of Selectmen	Historical Commission	Rose Doherty 2020
Appointed by Board of Selectmen	Historical Commission	Gloria P. Greis 2021
Appointed by Board of Selectmen	Historical Commission	Richard C. Hardy 2019
Appointed by Board of Selectmen	Historical Commission	Jeffrey Heller 2021
Appointed by Board of Selectmen	Historical Commission	Miles Shore, M.D. 2019
Appointed by Board of Selectmen	Human Rights Committee	Abdul Cader Asmal 2019
Appointed by Board of Selectmen	Human Rights Committee	Barry Ehrlich 2017
Appointed by Board of Selectmen	Human Rights Committee	Cynthia Ganung 2019
Appointed by Board of Selectmen	Human Rights Committee	Kerry Hurwitch 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Human Rights Committee	Amelia Klein 2021
Appointed by Board of Selectmen	Human Rights Committee	Ashok Mehta 2021
Appointed by Board of Selectmen	Human Rights Committee	Nadaa B. Ali 2020
Appointed by Board of Selectmen	Human Rights Committee	Albert "Bud" Schram 2020
Appointed by Board of Selectmen	Human Rights Committee	Jennifer Howard Schroeder 2021
Appointed by Board of Selectmen	Human Rights Committee	Marlene Schultz 2020
Appointed by Board of Selectmen	Human Rights Committee	Christina Matthews 2020 *(appt 3/27/18)*
Appointed by Board of Selectmen	Human Rights Committee	Julie Venables 2020 *(appt 4/11/18)*
Appointed by Board of Selectmen	Human Rights Committee	Matthew Schroeder *(thru May 2018)*
Appointed by Board of Selectmen	MBTA Advisory Board	Richard S. Creem 2017
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Maurice Handel 2021
Appointed by Board of Selectmen	Metropolitan Area Planning Council	Lee Newman 2019 *(alternate)*
Appointed by Board of Selectmen	MWRA Advisory Board	John Cosgrove 2020
Appointed by Board of Selectmen	MWRA Advisory Board	Chris Seariac 2019 *(alternate)*
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Robert Boder 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Arnold M. Goldstein 2021
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Michael Greis 2021
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Peter E. Hess 2020

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Tom Loughran 2019
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Richard Dollase 2020
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Dan Schwartz 2020
Appointed by Board of Selectmen	Needham Community Television Development Corporation (NCTDC)	Jonathan Tamkin 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Robin Brodsky 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Bradley White 2020
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Carol deLemos 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Paul Good 2021
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	Timothy Kickham 2019
Appointed by Board of Selectmen	Needham Community Revitalization Trust Fund Committee (NCRTF)	MaryRuth Perras 2020
Appointed by Board of Selectmen	Norfolk County Advisory Board	Ted Owens 2019
Appointed by Board of Selectmen	Property Tax Assistance Committee	Jill C. Kahn-Boesel 2020
Appointed by Board of Selectmen	Property Tax Assistance Committee	Elizabeth Handler 2020
Appointed by Board of Selectmen	Property Tax Assistance Committee	Evelyn Poness *(ex-officio)*
Appointed by Board of Selectmen	Rail Trail Advisory Committee	John Bulian 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Patricia Carey

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Christopher Gerstel 2019
Appointed by Board of Selectmen	Rail Trail Advisory Committee	James Goldstein 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Dmitry Gorenburg 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Gerry Koss 2020
Appointed by Board of Selectmen	Rail Trail Advisory Committee	Edward Olsen
Appointed by Board of Selectmen	Regional Transportation Advisory Council	Rhain Hoyland 2020
Appointed by Board of Selectmen	Regional Transportation Advisory Council	David Montgomery 2020
Appointed by Board of Selectmen	Registrars of Voters	Ann Cosgrove 2021
Appointed by Board of Selectmen	Registrars of Voters	John W. Day 2019
Appointed by Board of Selectmen	Registrars of Voters	Barbara B. Doyle 2020
Appointed by Board of Selectmen	Registrars of Voters	Theodora K. Eaton *(ex-officio)*
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	William Connors 2019
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	David Ecsedy 2020
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Jeffrey Heller 2021
Appointed by Board of Selectmen	Solid Waste and Recycling Advisory Committee	Steve Rosenstock 2018
Appointed by Board of Selectmen	Taxation Aid Committee	Elizabeth Handler 2020
Appointed by Board of Selectmen	Taxation Aid Committee	Helen Newton 2019
Appointed by Board of Selectmen	Taxation Aid Committee	Evelyn Poness *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	David Davison *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Kerry Hurwitch 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Board of Selectmen	Technology Advisory Board	Matthew Howell 2019
Appointed by Board of Selectmen	Technology Advisory Board	Ann Gulati *(ex officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Clifford Hayden 2019
Appointed by Board of Selectmen	Technology Advisory Board	Roger MacDonald *(ex-officio)*
Appointed by Board of Selectmen	Technology Advisory Board	Michael Mathias 2020
Appointed by Board of Selectmen	Technology Advisory Board	Carl Rubin 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Anthony DelGaizo 2021
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Stephen Delisi 2021
Appointed by Board of Selectmen	Traffic Management Advisory Committee	John Kraemer 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Suzanne Stein 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Richard Merson 2018 *(thru Jan 2018)* Rhain Hoyland *(appt Jan 2018)*
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Donna Mullin 2019
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Seth Bauer 2020
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Kara Holmquist (2019)
Appointed by Board of Selectmen	Traffic Management Advisory Committee	Justin McCullen (2020)
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John P. Cosgrove, Jr. 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Tom Loughran 2019
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Nick Renzulli 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	Steve Rosenstock 2020
Appointed by Board of Selectmen	Water & Sewer Rate Structure Committee	John Tallarico 2019

Method	Board/Committee	Member / Term Expiration
Appointed by Moderator	Finance Committee	Barry Coffman
Appointed by Moderator	Finance Committee	John Connelly
Appointed by Moderator	Finance Committee	Carol Smith-Fachetti
Appointed by Moderator	Finance Committee	Tom Jacob
Appointed by Moderator	Finance Committee	Kenneth Lavery
Appointed by Moderator	Finance Committee	Richard Lunetta
Appointed by Moderator	Finance Committee	Louise Miller
Appointed by Moderator	Finance Committee	Richard Reilly
Appointed by Moderator	Finance Committee	Joshua W. Levy
Appointed by Moderator	Personnel Board	Patricia A. Forde
Appointed by Moderator	Personnel Board	Joseph Herlihy
Appointed by Moderator	Personnel Board	Vivian Hsu
Appointed by Moderator	Personnel Board	Richard Lunetta
Appointed by Moderator	Personnel Board	Barry Pollack
Mixed Appointing Authority	Community Preservation Committee	Paul Alpert *(Planning Board)*
Mixed Appointing Authority	Community Preservation Committee	Robert Boder *(Historical Commission)*
Mixed Appointing Authority	Community Preservation Committee	Gary Crossen *(Board of Selectmen)*
Mixed Appointing Authority	Community Preservation Committee	Peter Pingatore *(Housing Authority)*
Mixed Appointing Authority	Community Preservation Committee	Vacant *(Town Moderator)*
Mixed Appointing Authority	Community Preservation Committee	Christopher Gerstel *(Park & Recreation)*

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Community Preservation Committee	Vacant *(Moderator)*
Mixed Appointing Authority	Community Preservation Committee	Artie Crocker *(Conservation Commission)*
Mixed Appointing Authority	Community Preservation Committee	Bob Dermody *(Board of Selectmen)*
Mixed Appointing Authority	Contributory Retirement Board	Sandra Cincotta
Mixed Appointing Authority	Contributory Retirement Board	John P. Krawiecki (*by vote of employees and retirees)*
Mixed Appointing Authority	Contributory Retirement Board	Robert Mearls *(by members of the Retirement Board)*
Mixed Appointing Authority	Contributory Retirement Board	Evelyn Poness
Mixed Appointing Authority	Contributory Retirement Board	Thomas A. Welch, II *(by vote of employees and retirees)*
Mixed Appointing Authority	Council on Aging	Gary Crossen *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Ed Cosgrove *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Carol deLemos *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Susan Mullaney *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Daniel Goldberg *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Helen Gregory *(School Committee)*
Mixed Appointing Authority	Council on Aging	Penny Grossman *(Park & Recreation)*
Mixed Appointing Authority	Council on Aging	Sandra Prinn *(Housing Authority)*
Mixed Appointing Authority	Council on Aging	Tom Keating *(Library)*
Mixed Appointing Authority	Council on Aging	Mary Elizabeth Weadock *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Lianne Relich *(Board of Selectmen)*
Mixed Appointing Authority	Council on Aging	Colleen Schaller *(Board of Health)*

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Design Review Board	Vacant *(alternate) (Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Robert Dermody *(Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Nelson Hammer *(Planning Board)*
Mixed Appointing Authority	Design Review Board	Mark Gluesing *(Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Richard M. Reilly, Jr. *(alternate) (Board of Selectmen)*
Mixed Appointing Authority	Design Review Board	Deborah Robinson *(Planning Board)*
Mixed Appointing Authority	Design Review Board	Stephen Tanner *(Planning Board)*
Mixed Appointing Authority	Permanent Public Building Committee	Stuart Chandler
Mixed Appointing Authority	Permanent Public Building Committee	Natasha Espada
Mixed Appointing Authority	Permanent Public Building Committee	George Kent
Mixed Appointing Authority	Permanent Public Building Committee	Stephen Popper, *Dir. Building Design & Construction Department*
Mixed Appointing Authority	Permanent Public Building Committee	Gene Voloshin
Mixed Appointing Authority	Permanent Public Building Committee	Roy Schiffiliti
Mixed Appointing Authority	Permanent Public Building Committee	Richard Creem
Mixed Appointing Authority	Permanent Public Building Committee	Irwin Silverstein
Mixed Appointing Authority	Transportation Committee	Duncan Allen *(Board of Selectmen)*
Mixed Appointing Authority	Transportation Committee	Richard Creem *(Board of Selectmen)*
Mixed Appointing Authority	Transportation Committee	Justin McCullen *(Planning Board)*
Mixed Appointing Authority	Transportation Committee	David Montgomery *(Moderator)*
Mixed Appointing Authority	Transportation Committee	Stephen McKnight *(Planning)*

Method	Board/Committee	Member / Term Expiration
Mixed Appointing Authority	Transportation Committee	Denise Garlick *(ex-officio)*
Mixed Appointing Authority	Youth Commission	David Bookston *(School Committee)*
Mixed Appointing Authority	Youth Commission	Karen Mullen *(Park & Recreation)*
Mixed Appointing Authority	Youth Commission	Kevin Keane *(Board of Selectmen)*
Mixed Appointing Authority	Youth Commission	Susan Patkin *(Moderator)*
Mixed Appointing Authority	Youth Commission	Jack Cruickshank *(Supt of Schools)*
Mixed Appointing Authority	Youth Commission	Shayan Raza *(Supt of Schools)*
Mixed Appointing Authority	Youth Commission	Vincent Springer *(Police Department)*
Mixed Appointing Authority	Youth Commission	Julie Stevens *(Finance Committee)*
Appointed by Town Manager	Administrative Assessor	Hoyt Davis
Appointed by Town Manager	Assistant Town Clerk	Helen Atkinson
Appointed by Town Manager	Animal Control Officer	David Parsons
Appointed by Town Manager	Assistant Director of Public Works	Robert Lewis
Appointed by Town Manager	Assistant Town Manager/Finance Director	David Davison
Appointed by Town Manager	Assistant Town Manager/Director of Operations	Christopher Coleman
Appointed by Town Manager	Director of Emergency Management	Dennis Condon
Appointed by Town Manager	Director of Human Resources	Rachel Glisper
Appointed by Town Manager	Director of Information Technology	Roger MacDonald
Appointed by Town Manager	Director, Building Design & Construction Department	Steven Popper
Appointed by Town Manager	Director, Building Maintenance Division	Barry DuLong

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Director of Public Health	Timothy McDonald
Appointed by Town Manager	Director of Public Works	Richard Merson
Appointed by Town Manager	Director, West Suburban Veterans Services	Sarada Kalpee
Appointed by Town Manager	Director of Youth & Family Services	Sara Shine
Appointed by Town Manager	Environmental Health Agent	Diana Acosta
Appointed by Town Manager	Director of Aging Services	LaTanya Steele
Appointed by Town Manager	Fire Chief/Superintendent of Fire Alarms	Dennis Condon
Appointed by Town Manager	Inspector of Buildings	David Roche
Appointed by Town Manager	Inspector of Plumbing and Gas	Larry DiBona
Appointed by Town Manager	Inspector of Wiring	Scott Chisholm
Appointed by Town Manager	Library Director	Ann MacFate
Appointed by Town Manager	Park and Recreation Director	Patricia M. Carey
Appointed by Town Manager	Planning Director	Lee Newman
Appointed by Town Manager	Police Chief / Keeper of the Lockup	John Schlittler
Appointed by Town Manager	Supervisor, Garage & Equipment	John Regan
Appointed by Town Manager	Superintendent, Highway	Rhainhardt Hoyland
Appointed by Town Manager	Superintendent, Parks & Forestry / Tree Warden	Edward Olsen
Appointed by Town Manager	Superintendent, Water and Sewer	Christopher Seariac
Appointed by Town Manager	Town Accountant	Michelle Vaillancourt
Appointed by Town Manager	Town Engineer	Anthony DelGaizo

Method	Board/Committee	Member / Term Expiration
Appointed by Town Manager	Treasurer and Tax Collector	Evelyn Poness
Appointed by Town Manager	Veterans' Burial Agent/Veterans' Graves Officer	Bill Topham
Appointed by Elected or Appointed Boards	Executive Director, Needham Housing Authority	Bernhard Kirstein, Interim Executive Director
Appointed by Elected or Appointed Boards	Executive Secretary to Finance Committee	Louise Mizgerd
Appointed by Elected or Appointed Boards	Superintendent of Schools	Daniel E. Gutekanst

REPRESENTATIVE TOWN MEETING

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

PART 2.

REPRESENTATIVE TOWN MEETING

Section 4. Representative Town Meeting Continued. There shall continue to be in the town the form of representative town government by limited town meetings, all as more fully hereinafter set forth.

Section 5. Establishment of Town Meeting Precincts. After the acceptance of this charter act by the town, as hereinafter provided, the division of the town into ten voting precincts shall continue until redivided pursuant to this section. The selectmen, in exercising their authority to divide the territory of the town into voting precincts, shall make such division as will provide not more than ten precincts each of which contains approximately the same number of inhabitants. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The precincts shall be established so as to consist of compact and contiguous territory and bounded, so far as possible, by the center line of known streets and ways or by other well-defined limits. Their boundaries shall be reviewed and, if need be, revised by the Board of Selectmen, based on the most recent federal census, in the second January following the taking of said census, conformable to the requirements of sections one through ten of chapter fifty-four of the general laws. In any year when so directed by a vote of a town meeting, their boundaries shall be reviewed and if need be, revised by the Board of Selectmen in conformity to said sections one through ten of chapter fifty-four. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The selectmen shall, within twenty days after any establishment or revision of the precincts, but not later than January thirty-first of that year, file a report of their doings with the town clerk, the registrars of voters and the assessors with a map or maps or description of the precincts and the names and residences of the registered voters therein. The selectmen shall also cause to be posted at the town hall a map or maps or description of the precincts as established or revised from time to time, with the names and residences of the registered voters therein. They shall also cause to be posted in at least one public place in each precinct a map or description of that precinct with the names and residences of the registered voters therein. *(Amended Art. 19, Nov. 13, 2000 S.T.M.)*

The division of the town into precincts and any revision of such precincts shall take effect upon the date of the filing of the report thereof by the selectmen with the town clerk. Whenever the precincts are established or revised, the town clerk shall forthwith give written notice thereof to the state secretary, stating the number and designation of the precincts.

Meetings of the registered voters of the several precincts for elections, for primaries and for voting upon any question to be submitted to all the registered voters of the town shall be held on the same day and at the same hour and at such place or places within the town as the selectmen shall in the warrant for such meeting direct.

Town Meeting Members

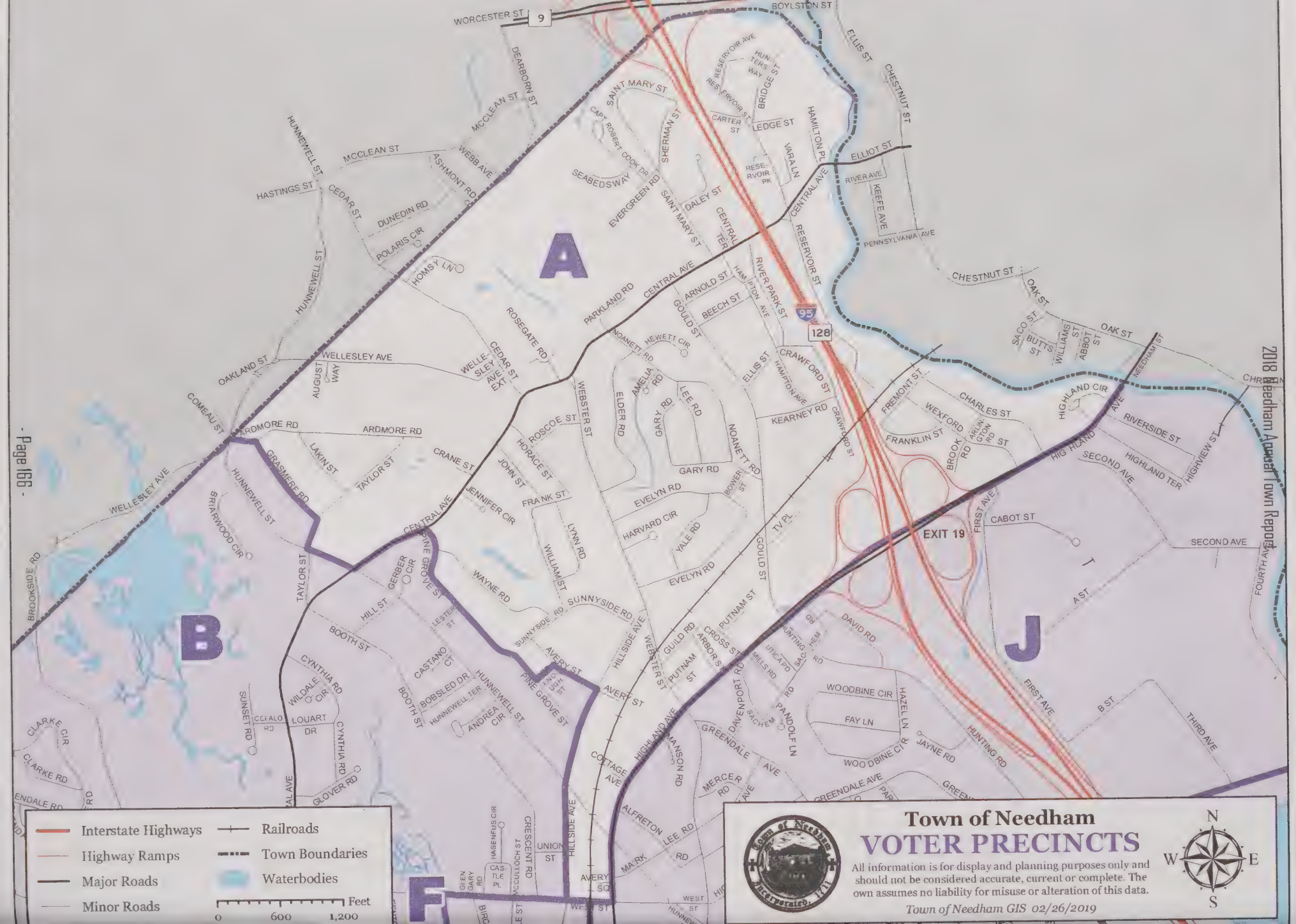
AT-LARGE TOWN MEETING MEMBER

(EXCERPTED FROM TOWN OF NEEDHAM CHARTER)

Section 7. Town Meeting Members at Large. Any representative town meeting held under the provisions of this act, except as otherwise provided herein, shall be limited to the voters elected under section six, together with the following elected officers designated as town meeting members at large, each of whom shall have the right to vote in said meeting: (a) any resident member of the general court from the town, whose state legislative district is wholly within the town; (b) the moderator; (c) the town clerk; (d) the members of the board of selectmen; (e) the chairmen of each other elected board of the town, except the housing authority and the commissioners of trust funds.

2018 AT-LARGE TOWN MEETING MEMBERS

Matthew D. Borrelli	Board of Selectmen
John A. Bulian	Vice Chair, Board of Selectmen
Marianne B. Cooley	Board of Selectmen
Maurice P. Handel	Board of Selectmen
Daniel P. Matthews	Chair, Board of Selectmen
Heidi C. Black	Chair, School Committee
Paul E. Dawson	Chair, Board of Assessors
Theodora K. Eaton	Town Clerk
Stephen K. Epstein	Chair, Board of Health
Michael K. Fee	Moderator
John S. Gallello	Chair, Memorial Park Trustees
Thomas M. Harkins	Chair, Trustees of Public Library
Ted Owens	Chair, Planning Board
Matthew M. Toolan	Chair, Park & Recreation Commission


A
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EXIT 19
WORCESTER ST
BOYLSTON ST
ELLIOT ST
CENTRAL AVE
PARKLAND RD
HIGHLAND AVE
KEARNEY RD
CHESTNUT ST
OAK ST
PENNSYLVANIA AVE
RIVERSIDE ST
SECOND AVE
FIRST AVE
THIRD AVE
FOURTH AVE
CABOT ST
HUNNEWELL ST
WELLESLEY AVE
ARDMORE RD
TAYLOR ST
GRASMERE RD
BROOKSIDE RD
CLARKE CIR
CLARKE RD
GLOVER RD
CYNTHIA RD
SUNSET RD
LOUART DR
BOOTH ST
HILL ST
GERBER CIR
PINE GROVE ST
WAYNE RD
SUNNYSIDE RD
AVERY ST
HILLSIDE AVE
WEBSTER ST
GUILD RD
PUTNAM ST
CROSS ST
ARBOR ST
DAVID RD
HUNTING RD
WOODBINE CIR
FAY LN
HAZEL LN
JAYNE RD
GREENDALE AVE
MERCER RD
ALFRETON RD
LEE RD
MARK RD
COTTAGE AVE
MANSON RD
DAWNPORT RD
PANDOLF LN
UTICA RD
MILLS RD
SACHEM RD
CRESCENT RD
UNION ST
WEST ST
HASENFUS CIR
MCCULLOCH ST
GLEN GARY RD
ROSEGATE RD
HOMSY LN
AUGUST WAY
WELLESLEY AVE EXT
CEDAR ST
DUNEDIN RD
POLARIS CIR
ASHMONT RD
WEBB AVE
MCCLEAN ST
DEARBORN ST
HUNNEWELL ST
HASTINGS ST
SAINT MARY ST
CAPT ROBERT COOK DR
SEABEDS WAY
EVERGREEN RD
SHERMAN ST
DALEY ST
CENTRAL TER
RESERVOIR AVE
RESERVOIR PK
HUNTERS WAY
BRIDGE ST
CARTER ST
LEDGE ST
VARA LN
HAMILTON PL
ELLIS ST
CHESTNUT ST
RIVER AVE
KEEFE AVE
RESERVOIR ST
RIVER PARK ST
HAMPTON AVE
CRAWFORD ST
ARNOLD ST
BEECH ST
GOULD ST
HEWETT CIR
NOANETT RD
AMELIA RD
GARY RD
LEE RD
ELDER RD
WEBSTER ST
ROSCOE ST
HORACE ST
JOHN ST
FRANK ST
JENNIFER CIR
CRANE ST
LAXIN ST
EVELYN RD
HARVARD CIR
YALE RD
LYNN RD
WILLIAM ST
BOWER ST
TV PL
FREMONT ST
WEXFORD ST
FRANKLIN ST
CHARLES ST
BROOK RD
ARLINGTON ST
HIGHLAND CIR
HIGHLAND TER
HIGHVIEW ST
NEEDHAM ST
SACCO ST
BUTTS ST
WILLIAMS ST
ABBOT ST
OAKLAND ST
COMEAU ST
BRIARWOOD CIR
CASTANO CT
BOBSLED DR
HUNNEWELL TER
ANDREA CIR
WILDALE CIR
Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
Feet
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600
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Town of Needham
VOTER PRECINCTS
All information is for display and planning purposes only and should not be considered accurate, current or complete. The own assumes no liability for misuse or alteration of this data.
Town of Needham GIS 02/26/2019
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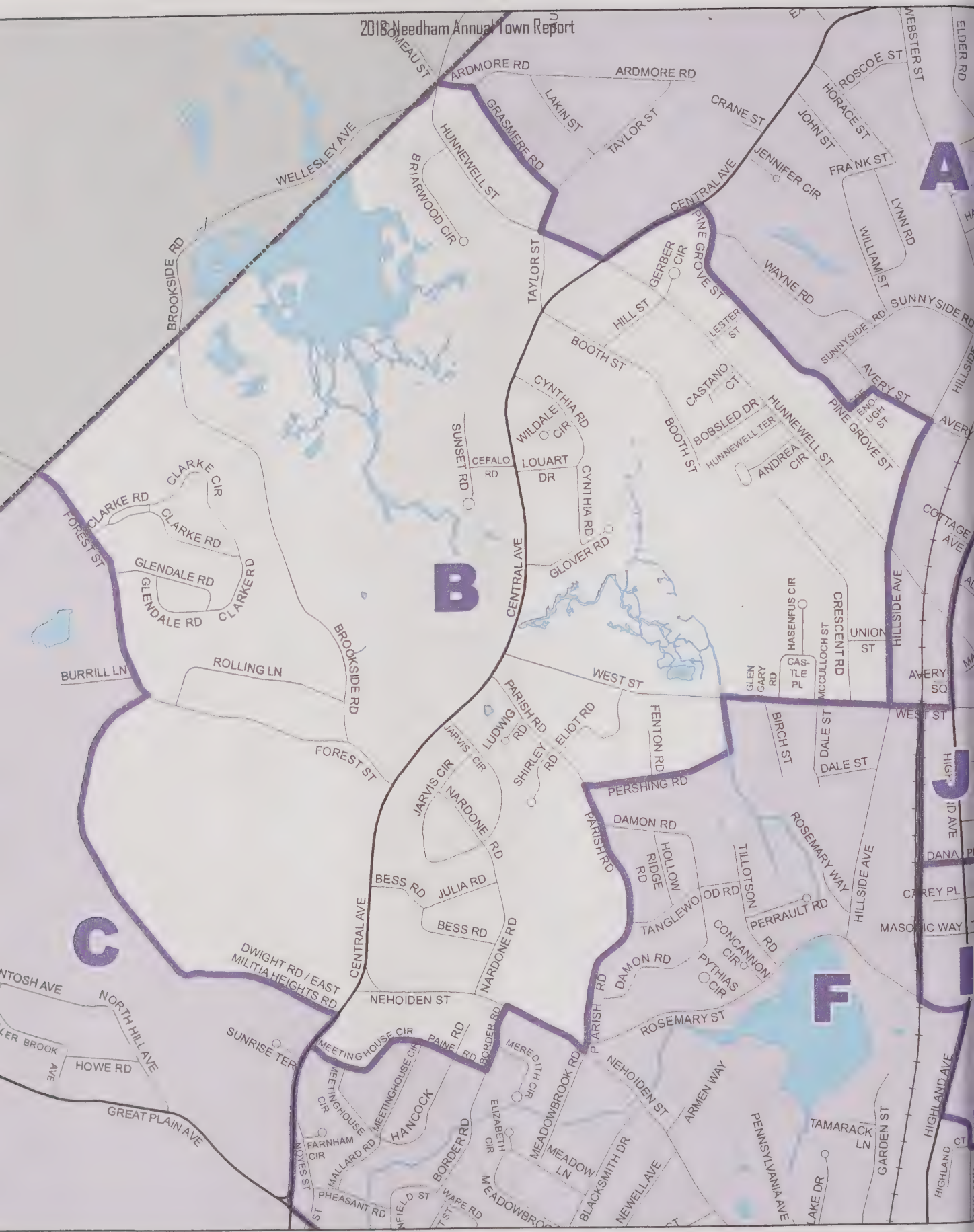
Town Meeting Members

PRECINCT A

Full Name	Street Address	Expiration
Lance R. Brown	18 Webster Street	2019
Walter D. Herrick	131 Pine Grove Street	2019
John Downey Hotchkiss	42 Webster Street	2019
Michael S. Miller	33 William Street	2019
Suzanne Fiering Nissen	16 Homsy Lane	2019
James Allan Scott	52 Elder Road	2019
Irwin Silverstein	44 Reservoir Avenue	2019
Nina Silverstein	44 Reservoir Avenue	2019
Alan J. Davidson	26 Elder Road	2020
John D. Genova	11 Jennifer Circle	2020
Cheryl A. Gosmon	209 St. Mary Street	2020
Mary E. Keane-Hazzard	198 Webster Street	2020
Norman F. O'Brien, Jr.	59 Webster Street	2020
Rebecca L. Rausch	433 Central Avenue	2020
Karen Shapiro	48 Taylor Street	2020
Nicholas P. Sterling	60 Webster Street	2020
Erik J. Bailey	64 Hillside Avenue	2021
Emily Rose Cooper	56 Lee Road	2021
Richard S. Creem	12 Gary Road	2021
John F. Diodato	7 William Street	2021
Cynthia R. Gonzalez	62 Putnam Street	2021
Donald B. Gratz	330 Central Avenue	2021
Rachel B. Miller	33 William Street	2021
Elizabeth M. Sargent	43 Webster Street	2021



Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
Feet
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Town of Needham
VOTER PRECINCTS

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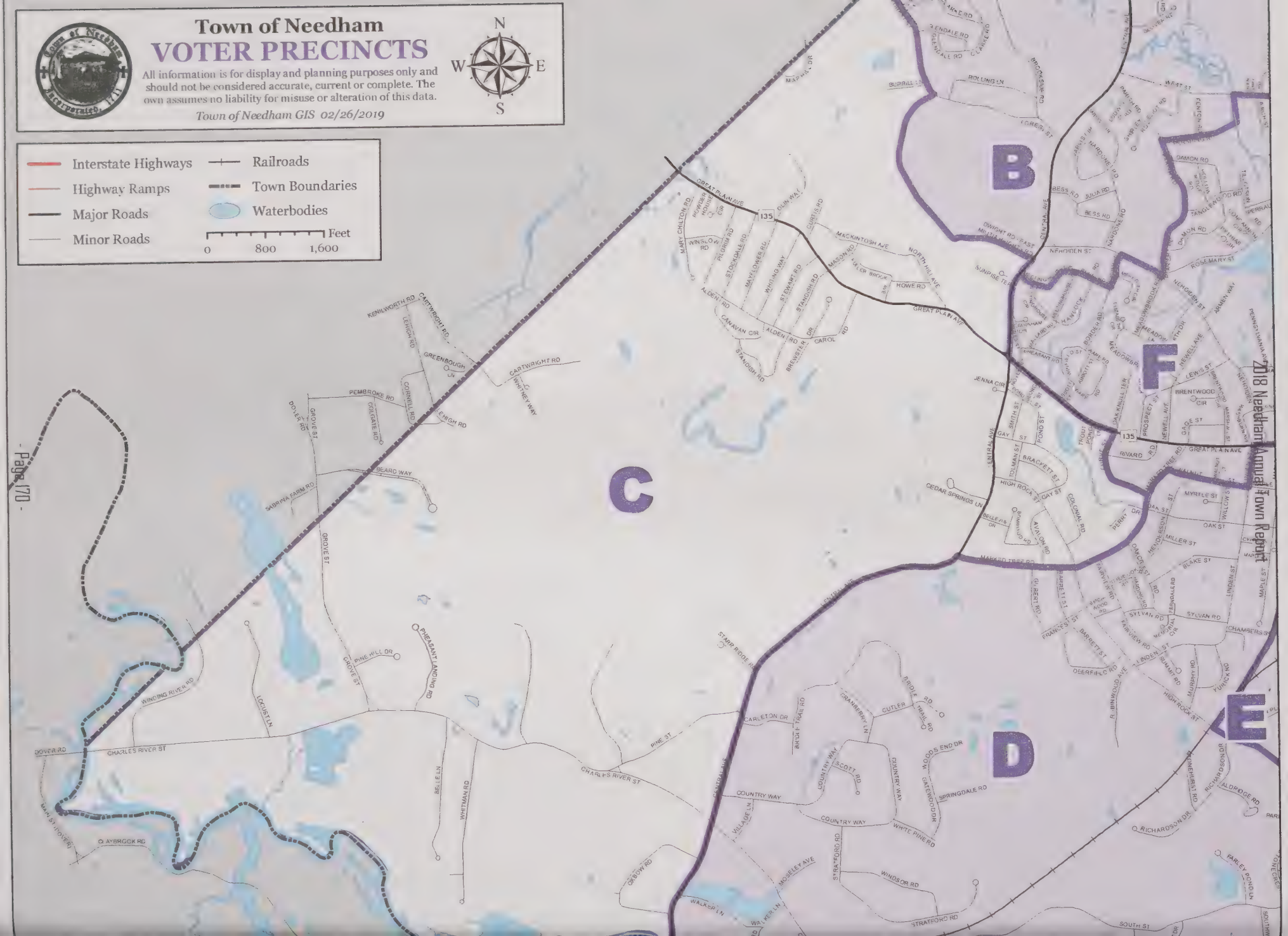
Town of Needham GIS 02/26/2019

N W E S

Town Meeting Members

PRECINCT B

Full Name	Street Address	Expiration
Stuart B. Agler	30 Parish Road	2019
William G. Doyle	208 Forest Street	2019
John J. Frankenthaler	33 Brookside Road	2019
Richard M. Freedberg	112 Jarvis Circle	2019
Thomas M. Jacob	67 Clarke Road	2019
Lori A. Markell	62 Cynthia Road	2019
Scott McConchie	101 Hillside Avenue	2019
Gerald C. Rovner	48 Cynthia Road	2019
Dorothea Von Herder	208 Hunnewell Street	2019
Elizabeth Jane Grimes	12 Clarke Road	2020
David C. Harris	94 Cynthia Road	2020
Clifford Owen Hayden	12 Crescent Road	2020
Catherine E. Kurkjian	43 Briarwood Circle	2020
Richard B. Moody	22 Parish Road	2020
Kevin T. Pendergast	24 Bess Road	2020
Jodi Lynn Rooney	617 Central Avenue	2020
Steven M. Rosenstock	44 Bess Road	2020
Paul H. Attridge	865 Central Avenue #I-309	2021
Elizabeth M. Bloom	30 Nehoiden Street	2021
Marianna Borrelli	651 Central Avenue	2021
Kim Marie Nicols	12 Crescent Road	2021
Margot Copeland Pyle	865 Central Avenue #G-402	2021
Stacie M. Shapiro	12 Pine Grove Street	2021
Sarah Ann Toran	945 Central Avenue	2021


Town of Needham
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Town of Needham GIS 02/26/2019
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Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
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CHESTNUT ST
WEST ST
ROLLINS LN
GREEN ST
DEDHAM AVE
HIGHLAND AVE
CHARLES RIVER ST
DOVER RD
WINDING RIVER RD
CHARLES RIVER
PINE ST
GROVE ST
PINE HILL DR
PHEASANT LANDING DR
LOCUST LN
BELLE LN
WHITMAN RD
OXBOW RD
WALKER LN
MOSELEY AVE
COUNTRY WAY
VILLAGE LN
SCOTT RD
WHITE PINE RD
STRATFORD RD
WINDSOR RD
SOUTH ST
RICHARDSON DR
ALDRIDGE RD
FARLEY POND LN
SPRINGDALE RD
GATEWOOD DR
W. WOODS END DR
BRUCE TRAIL RD
CARLETON DR
CRANBERRY LN
CUTLER TRAIL RD
BRIDLE TRAIL RD
CENTRAL AVE
MAYFIELD DR
SUPRILL LN
MAPLE ST
MAPLE RD
MAPLE TERR
BROOKSIDE RD
GREENDALE RD
CARLISLE RD
DARLING RD
DARLING RD EAST
DWIGHT RD
DWIGHT RD EAST
MILLTOWN RD
DEAN RD
DEAN AVE
DEAN TERR
DEAN CIR
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DEAN PARK RD
DEAN PARK PL
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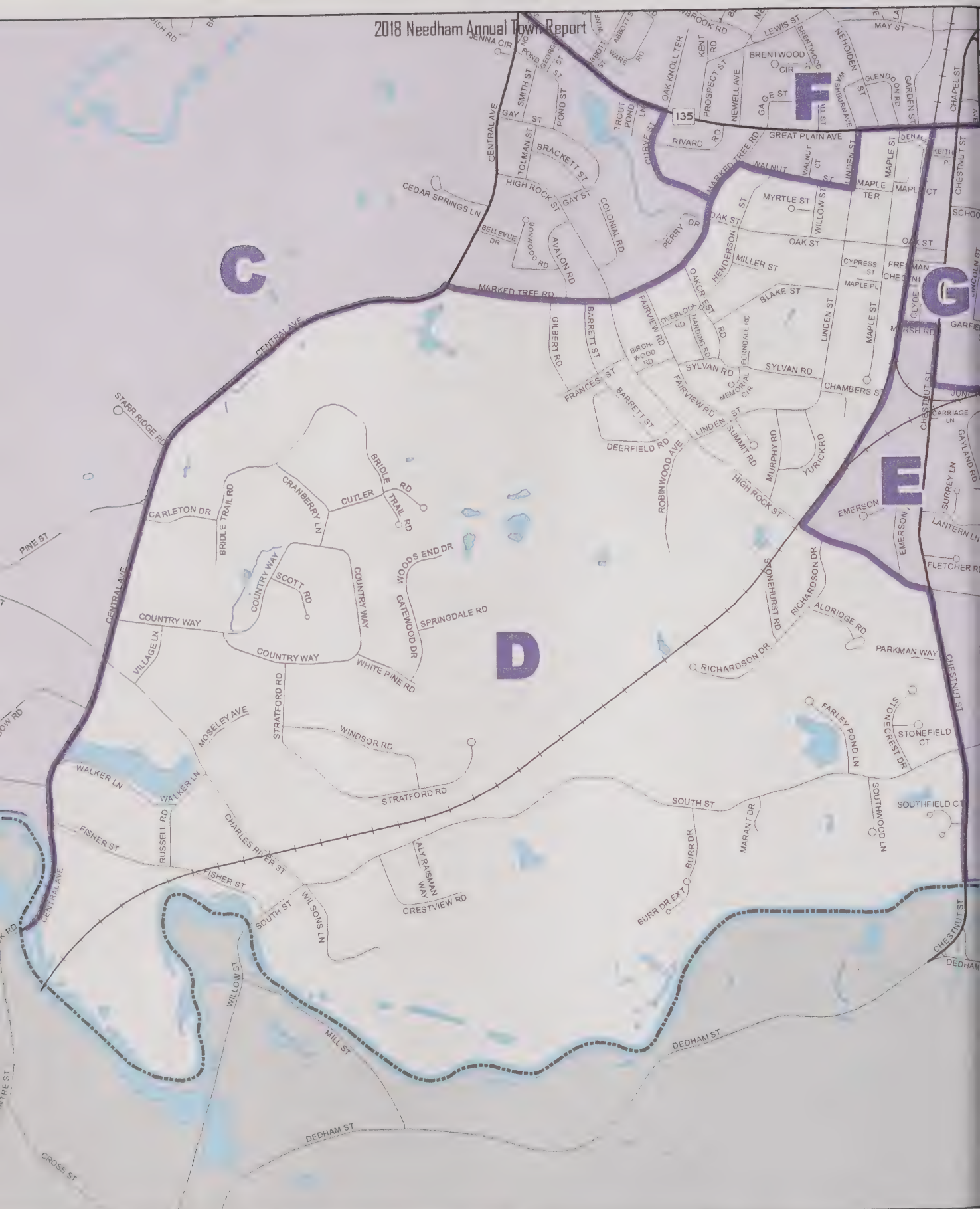
DEAN PARK CT
DEAN PARK DR
DEAN PARK AVE
DEAN PARK ST

Town Meeting Members

PRECINCT C

Full Name	Street Address	Expiration
Carlos Agualimpia	7 Jenna Circle	2019
Susan A. Barber	74 Stockdale Road	2019
Andrea E. Longo Carter	18 Colonial Road	2019
Lois R. Goldberg	76 Brewster Drive	2019
John H. Haslip	43 Whitman Road	2019
Paul David Isenberg	44 Stewart Road	2019
R. Cynthia Landau	57 Pine Street	2019
Lisa W. Zappala	379 Charles River Street	2019
Peter A. Alpert	108 Locust Lane	2020
Bruce S. Barnett	249 Marked Tree Road	2020
Paula R. Callanan	1699 Great Plain Avenue	2020
Mark J. Gluesing	48 Mackintosh Avenue	2020
Carl J. Lueders	34 Whitman Road	2020
James D. Masterman	53 Canavan Circle	2020
Louise L. Miller	5 North Hill Avenue	2020
Rebecca Waber	15 Powder House Circle	2020
Paul S. Alpert	116 Pine Street	2021
Joseph P. Barnes	589 High Rock Street	2021
Gilbert W. Cox, Jr.	49 Colonial Road	2021
Joshua W. Levy	1606 Great Plain Avenue	2021
Susan B. Neckes	36 Gay Street	2021
Michael E. O'Brien	1600 Great Plain Avenue	2021
Ted Owens	54 Whitman Road	2021
Paul B. Tillotson	21 Howe Road	2021



Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies

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Town of Needham
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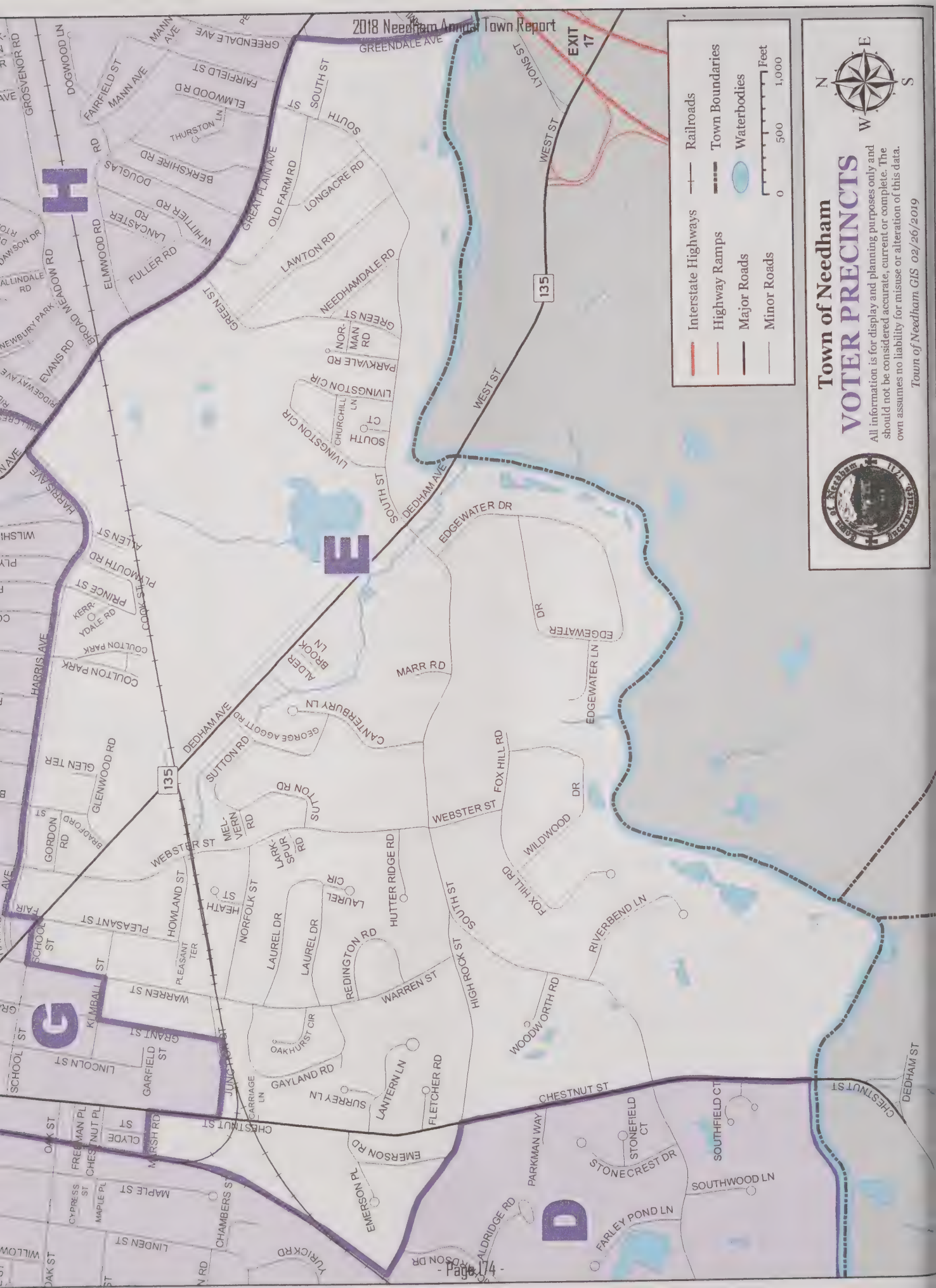
Town of Needham GIS 02/26/2019

N W E S

Town Meeting Members

PRECINCT D

Full Name	Street Address	Expiration
Reginald C. Foster	898 South Street	2019
Christopher J. Gerstel	184 Maple Street	2019
Joseph J. Leghorn	40 Linden Street	2019
Kurt M. Mullen	11 Aldridge Road	2019
Aaron M. Pressman	1012 South Street	2019
Evan F. Rauch	224 Country Way	2019
M. Kathleen Tedoldi	13 Maple Street	2019
Arthur Walitt	46 Charles River Street	2019
Cynthia L. Conturie	96 Robinwood Avenue	2020
Dorothy H. DeSimone	40 Linden Street	2020
Ross M. Donald	25 Chambers Street Unit H	2020
Richard J. Lunetta	182 Marked Tree Road	2020
Richard S. Mann	196 Bridle Trail Road	2020
Gary B. McNeill	54 Deerfield Road	2020
Steven E. Mock	268 Marked Tree Road	2020
Thomas F. Soisson	128 Maple Street	2020
Holly Anne Clarke	1652 Central Avenue	2021
Roy A. Cramer	1796 Central Avenue	2021
Kathryn L. D'Addesio	110 Linden Street	2021
Ann Der Marderosian	800 South Street	2021
Bruce T. Eisenhut	106 Marked Tree Road	2021
Kathleen M. Lewis	17 Maple Street	2021
Emma Navales	82 Deerfield Road	2021
Gregory John Shesko	114 Maple Street	2021


Town of Needham
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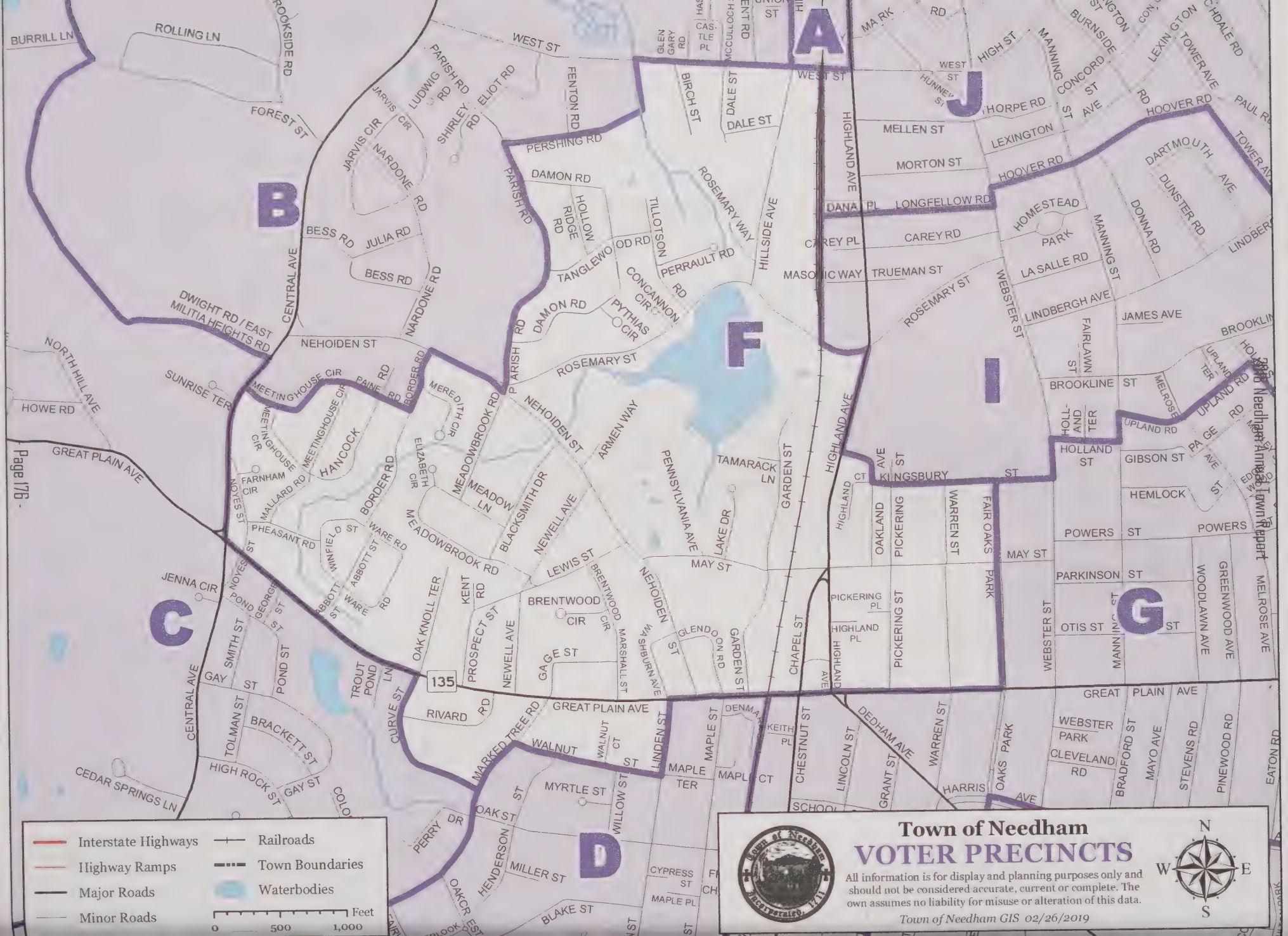
DEDHAM AVE
EDGEWATER DR
EDGEWATER LN
MARR RD
CANTERBURY LN
GEORGE AGGOTT RD
SUTTON RD
WEBSTER ST
FOX HILL RD
WILDWOOD DR
RIVERBEND LN
WOODWORTH RD
HIGH ROCK ST
SOUTH ST
HUTTER RIDGE RD
LAUREL CIR
LAUREL DR
REDINGTON RD
WARREN ST
NORFOLK ST
HEATH ST
HOWLAND ST
PLEASANT ST
PLEASANT TER
LINCOLN ST
GRANT ST
GARFIELD ST
GAYLAND RD
SURREY LN
LANTERN LN
FLETCHER RD
CHESTNUT ST
EMERSON RD
EMERSON PL
PARKMAN WAY
STONECREST DR
STONEFIELD CT
SOUTHFIELD CT
SOUTHWOOD LN
FARLEY POND LN
ALDRIDGE RD
DEDHAM ST
MAPLE ST
LINDEN ST
CHAMBERS ST
YURICK RD
HARRIS AVE
COULTON PARK
GLEN TER
GLENWOOD RD
GORDON RD
BRADFORD ST
PLYMOUTH RD
PRINCE ST
KERRYDALE RD
COOK ST
ALLEN ST
EVANS RD
BROAD MEADOW RD
NEWBURY PARK
ALLINDALE RD
DAWSON DR
ELMWOOD RD
FULLER RD
LANCASTER RD
WHITTIER RD
DOUGLAS RD
BERKSHIRE RD
THURSTON LN
ELMWOOD RD
FAIRFIELD ST
MANN AVE
DOGWOOD LN
GROSVENOR RD
GREAT PLAIN AVE
OLD FARM RD
LONGACRE RD
LAWTON RD
NEEDHAMDALE RD
GREEN ST
NORMAN RD
PARKVALE RD
LIVINGSTON CIR
CHURCHILL LN
SOUTH CT
SOUTH ST
LYONS ST
WEST ST
SOUTH ST
MELVERN RD
LARKSPUR RD
OAKHURST CIR
CARRIAGE LN
JUNCTION ST
CLYDE ST
MARSH RD
FREEMAN PL
CHESTNUT PL
OAK ST
CYPRESS ST
MAPLE PL
WILLOW

Town Meeting Members

PRECINCT E

Full Name	Street Address	Expiration
David K. Blakelock	217 Edgewater Drive	2019
Edward V. Cosgrove III	17 Laurel Drive	2019
Risa J. Greendlinger	513 Chestnut Street	2019
Amy Hurley	154 South Street	2019
Ronald W. Ruth	248 Warren Street	2019
Victor Paul Seidel	56 Green Street	2019
Paul A. Siegenthaler	1049 Webster Street	2019
Theodore Weiner	88 Pleasant Street	2019
Robert R. Braman	76 Lawton Road	2020
Philip Edward Brandish	44 Pleasant Street	2020
Theodore M. Crowell	39 Lawton Road	2020
Lawrence R. Cummings	27 South Street	2020
Paul J. Durda	149 Laurel Drive	2020
Irene M. Francesconi	5 George Aggott Road	2020
Julie E. Stevens	18 George Aggott Road	2020
Cynthia J. Wolfe	191 Fox Hill Road	2020
Constance S. Barr	205 Edgewater Drive	2021
Cynthia J. Chaston	119 Fox Hill Road	2021
Ann M. Cosgrove	17 Laurel Drive	2021
Carol A. Fachetti	187 South Street	2021
Philip R. Murray	453 Warren Street	2021
Ford H. Peckham	26 Lawton Road	2021
Philip V. Robey	12 Fletcher Road	2021
Edward C. Scheideler	204 Fair Oaks Park	2021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Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
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Town of Needham
VOTER PRECINCTS
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Town of Needham GIS 02/26/2019
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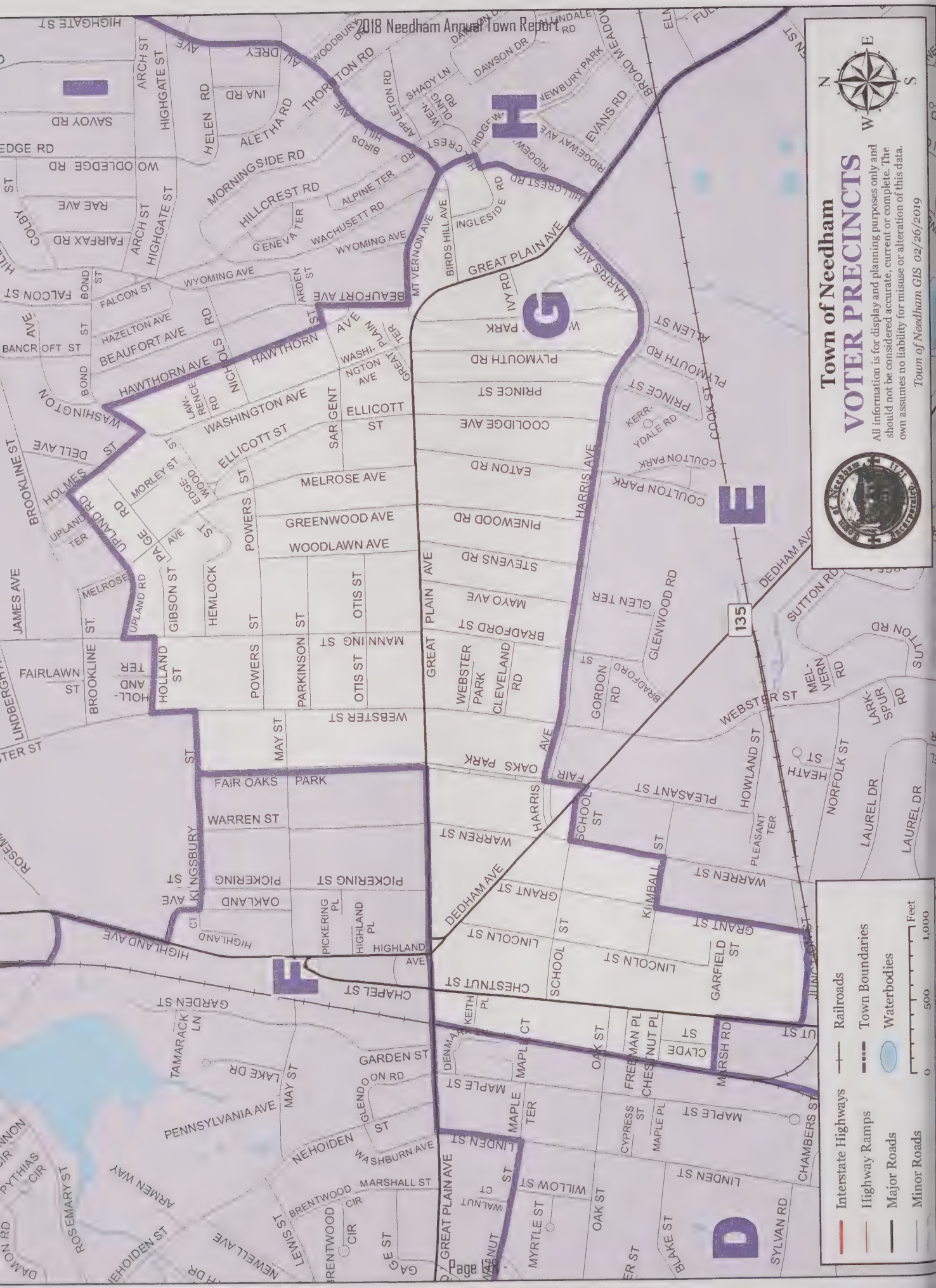
S

Town Meeting Members

PRECINCT F

Full Name	Street Address	Expiration
Barry J. Coffman	837 Great Plain Avenue	2019
Jeffrey D. Heller	1092 Central Avenue	2019
Leslie A. Kalish	48 Lake Drive	2019
Jeanne S. McKnight	100 Rosemary Way #336	2019
Kenneth Scott Muldoon	83 Fair Oaks Park	2019
William J. Okerman	100 Meetinghouse Circle	2019
Karen N. Price	48 Lake Drive	2019
Michael L. Verdun	35 Meetinghouse Circle	2019
Lawrence J. Cohen	77 Warren Street	2020
Doug H. Fox	43 Marked Tree Road	2020
Rochelle E. Goldin	68 Warren Street	2020
Kara L. Holmquist	286 Rosemary Street	2020
John P. Kirk	100 Warren Street	2020
Mary Anne MacMahon	89 Warren Street	2020
Michael McKay	31 Gage Street	2020
Adam S. Zaff	134 Damon Road	2020
Alison S. Borrelli	1175 Great Plain Avenue	2021
John P. Connelly	67 May Street	2021
Richard W. Davis	233 Nehoiden Street	2021
Gail E. Davis	233 Nehoiden Street	2021
Joseph McCabe	93 Garden Street	2021
Jennifer S. Sexton	62 Newell Avenue	2021
Deborah S. Winnick	12 Mallard Road	2021
William A. Zoppo	330 Nehoiden Street	2021


Town of Needham
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Town of Needham GIS 02/26/2019
Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
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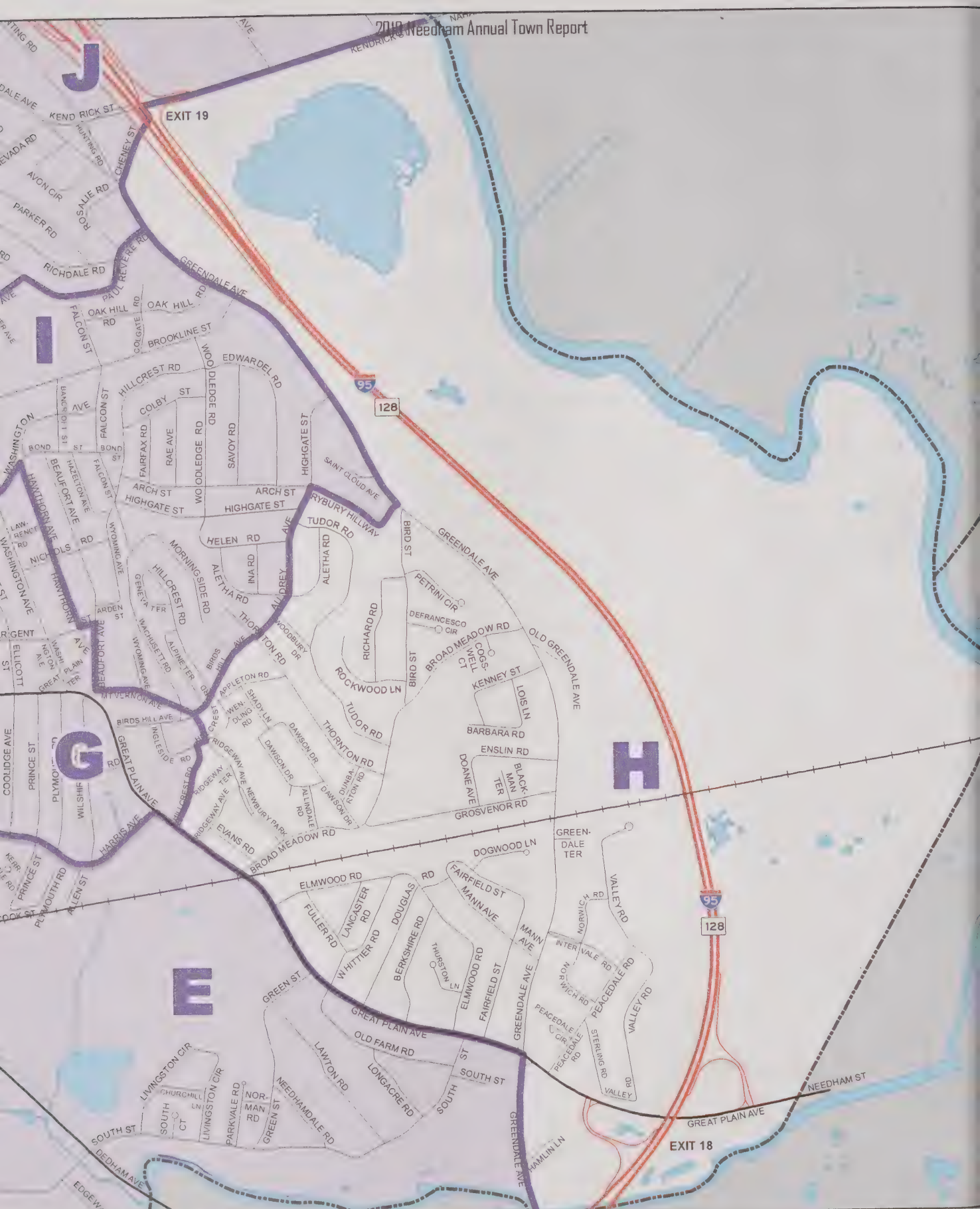
GREAT PLAIN AVE
DEDHAM AVE
HIGHLAND AVE
WEBSTER ST
WARREN ST
GRANT ST
LINCOLN ST
CHESTNUT ST
MAPLE ST
LINDEN ST
PLYMOUTH RD
PRINCE ST
COOLIDGE AVE
EATON RD
PINEWOOD RD
STEVENS RD
MAYO AVE
BRADFORD ST
MELROSE AVE
GREENWOOD AVE
WOODLAWN AVE
ELLICOTT ST
WASHINGTON AVE
HAWTHORN AVE
BEAUFORT AVE
HILLCREST RD
MORNINGSIDE RD
WYOMING AVE
FAIR OAKS PARK
PICKERING ST
OAKLAND
HIGHLAND
CHAPEL ST
GARDEN ST
PENNSYLVANIA AVE
NEHOIDEN ST
WASHBURN AVE
MARSHALL ST
BRENTWOOD CIR
WILLOW ST
MYRTLE ST
OAK ST
CHAMBERS ST
SYLVAN RD
BLAKE ST
MARSH RD
CLYDE ST
FREEMAN PL
CHESTNUT PL
CYPRESS ST
MAPLE PL
MAPLE TER
KEITH PL
DENMARK
GLENDON RD
MAY ST
LAKE DR
TAMARACK LN
ROSEMARY ST
PYTHIAS CIR
ARMEN WAY
NEWELL AVE
LEWIS ST
GAGE ST
DAMON RD
HIGHLAND AVE
PICKERING PL
HIGHLAND PL
KINGSBURY ST
ROSEWOOD
LINDBERGH
FAIRLAWN ST
BROOKLINE ST
HOLLAND ST
HOLLAND TER
JAMES AVE
UPLAND RD
UPLAND TER
PAGE AVE
MELROSE
GIBSON ST
HEMLOCK
POWERS ST
PARKINSON ST
OTIS ST
MANNING ST
MAY ST
WEBSTER ST
WEBSTER PARK
CLEVELAND RD
GREAT PLAIN AVE
HARRIS AVE
GLEN TER
GLENWOOD RD
GORDON RD
BRADFORD ST
SCHOOL ST
KIMBALL ST
GARFIELD ST
PLEASANT ST
PLEASANT TER
HOWLAND ST
HEATH ST
NORFOLK ST
LAUREL DR
MEL-VERN RD
LARK-SPUR RD
SUTTON RD
DEDHAM AVE
COOK ST
COULTON PARK
KERR-YDALE RD
ALLEN ST
PLYMOUTH RD
IVY RD
HARRIS AVE
BIRDS HILL AVE
INGLESIDE RD
MT VERNON AVE
BEAUFORT AVE
ARDEN ST
WYOMING AVE
GENEVA TER
WACHUSETT RD
ALPINE TER
HILLCREST RD
HILLCREST ST RD
RIDGEWAY AVE
EVANS RD
BROAD MEADOW
NEWBURY PARK
DAWSON DR
SHADY LN
APPLETON RD
THORNTON RD
WOODBURY DR
ALETHA RD
INA RD
HELEN RD
HIGHGATE ST
ARCH ST
SAVOY RD
WOODLEDGE RD
RAE AVE
FAIRFAX RD
FALCON ST
BOND ST
HAZELTON AVE
BANCROFT ST
HAWTHORN AVE
NICHOLS RD
LAW-RENCE RD
WASHINGTON AVE
SARGENT
ELLICOTT ST
MORLEY ST
EDGE-WOOD
POWERS ST
DELL AVE
HOLMES ST
BROOKLINE ST
COLBY
HIGHGATE ST
HIGHGATE ST

Town Meeting Members

PRECINCT G

Full Name	Street Address	Expiration
Peter W. Beacham, Jr.	249 Harris Avenue	2019
Michael J. Crawford	213 Warren Street	2019
John D. Crimmings	32 Plymouth Road	2019
Michael A. Distler	122 Washington Avenue	2019
Kenneth B. Freundlich	54 Bradford Street	2019
Gary Michael Kaufman	12 Eaton Road	2019
Ryan D. McDonnell	42 Woodlawn Avenue	2019
Mark A. Oberle	15 Otis Street	2019
Julia C.H. Blake	763 Great Plain Avenue	2020
Robert J. Dermody	162 Fair Oaks Park	2020
Catherine Reid Dowd	778 Great Plain Avenue	2020
Heidi R. Frail	29 Powers Street	2020
Georgina Y. Keyes	261 Manning Street	2020
Annmarie MacDonnell	128 Melrose Avenue	2020
Robert T. Smart, Jr.	25 Mayo Avenue	2020
Sally Ann Theran	121 Grant Street	2020
Susan W. Abbott	60 Otis Street	2021
David Dirks	674 Webster Street	2021
Fran Gallagher	692 Great Plain Avenue	2021
Thomas M. Harkins	24 May Street	2021
Matthew A. Kane	28 Bradford Street	2021
Maureen T. McCaffrey	285 Manning Street	2021
Susan B. McGarvey	66 Upland Road	2021
Susan Welby	857 Webster Street	2021



Interstate Highways
Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies

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Town of Needham
VOTER PRECINCTS

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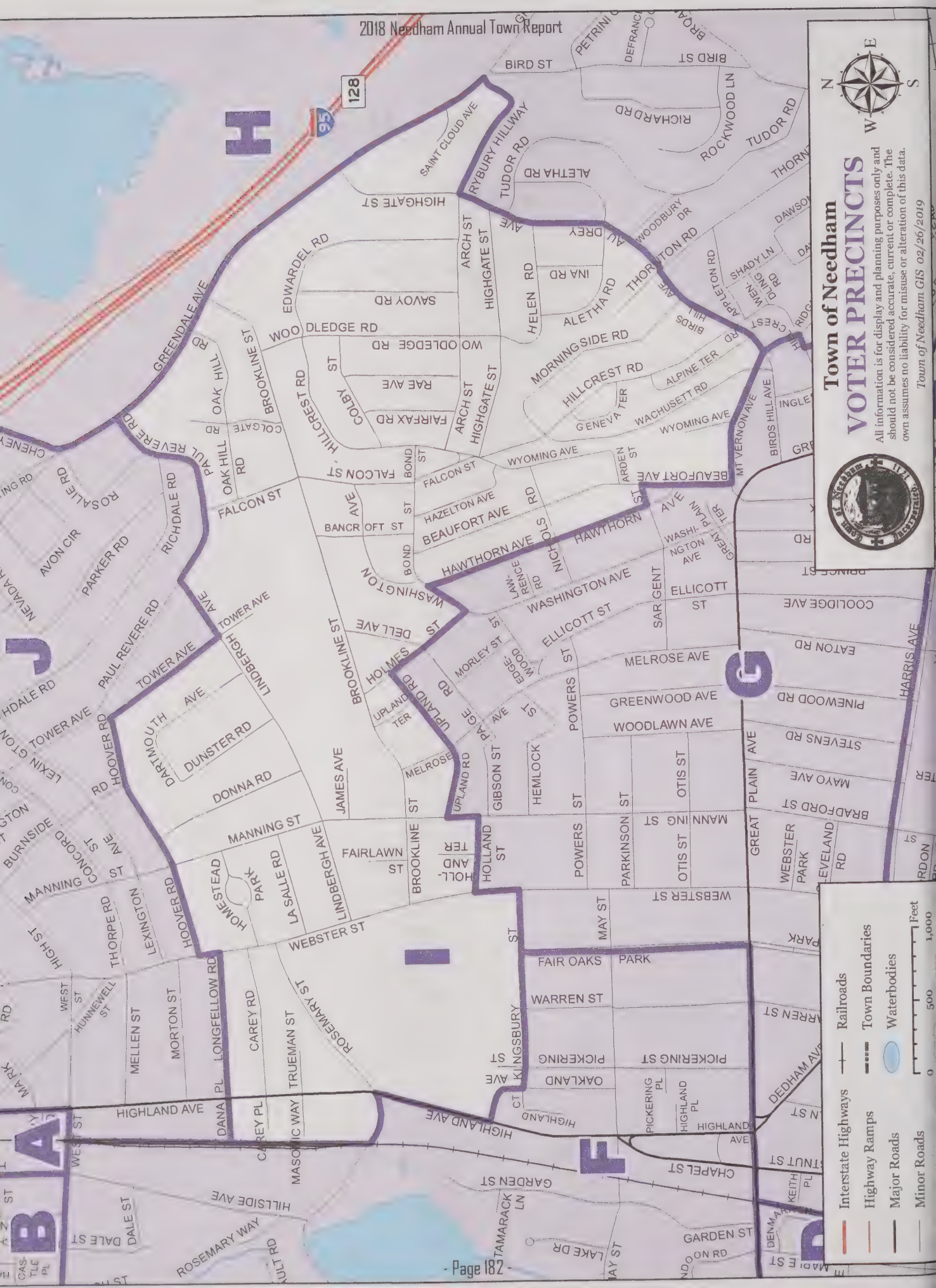
Town of Needham GIS 02/26/2019

N W E S

Town Meeting Members

PRECINCT H

Full Name	Street Address	Expiration
Isabel F. Avedikian	148 Valley Road	2019
Ilan Barzilay	77 Thornton Road	2019
Hilary Hanson Bruel	87 Thornton Road	2019
Michael A. Diener	30 Kenney Street	2019
Karen E. Han	34 Grosvenor Road	2019
John A. Kingston	70 Grosvenor Road	2019
Eileen K. Orscheln	67 Whittier Road	2019
Amy M. Wixon	92 Grosvenor Road	2019
Julia Satti Cosentino	265 Great Plain Avenue	2020
Michael C. Kardok	55 Berkshire Road	2020
Nancy E. McCarthy	29 Sterling Road	2020
Mark McDonough	173 Fairfield Street	2020
Terence P. Noonan	125 Broad Meadow Road	2020
Peter R. Olive	133 Thornton Road	2020
Harmony H. Wu	99 Fairfield Street	2020
Richard A. Zimbone	10 Woodbury Drive	2020
Heinz R. Brinkhaus	10 Lancaster Road	2021
M. Patricia Cruickshank	64 Elmwood Road	2021
Elizabeth P. Handler	317 Great Plain Avenue	2021
Kimberly Knickle-Tierney	206 Broad Meadow Road	2021
Marjorie M. Margolis	20 Mann Avenue	2021
Paul T. Milligan	224 Elmwood Road	2021
Marcha B. Moller	160 Dawson Drive	2021
Richard M. Reilly	15 Whittier Road	2021


Town of Needham
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Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
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BIRD ST
RICHARD RD
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TUDOR RD
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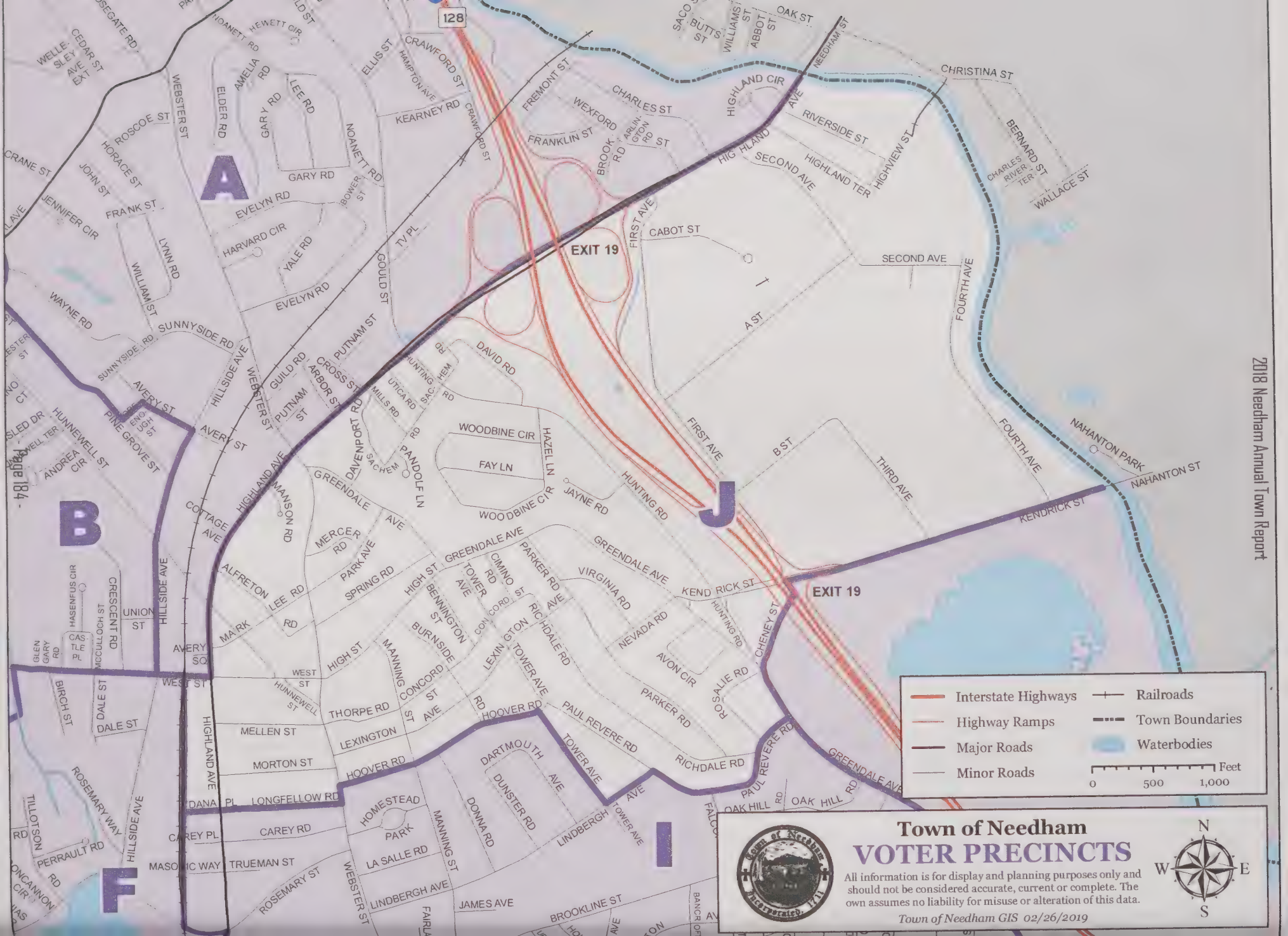
ALETHA RD
HIGHGATE ST
EDWARDEL RD
SAVOY RD
ARCH ST
HELEN RD
INA RD
ALETHA RD
THORNTON RD
WOODBURY DR
WOODLEDGE RD
MORNING SIDE RD
HILLCREST RD
ALPINE TER
WACHUSETT RD
WYOMING AVE
GENEVA TER
RAE AVE
FAIRFAX RD
COLBY ST
BROOKLINE ST
OAK HILL RD
GREENDALE AVE
PAUL REVERE RD
FALCON ST
BOND ST
ARDEN ST
BEAUFORT AVE
MT VERNON AVE
BIRDS HILL AVE
HAZELTON AVE
BANCROFT ST
HAWTHORN AVE
NICHOLS RD
WASHINGTON AVE
LAWRENCE RD
SARGENT
ELLICOTT ST
COOLIDGE AVE
EATON RD
PINEWOOD RD
STEVENS RD
MAYO AVE
BRADFORD ST
HARRIS AVE
MELROSE AVE
GREENWOOD AVE
WOODLAWN AVE
POWERS ST
MORLEY ST
EDGEWOOD ST
UPLAND RD
PAGE RD
DELL AVE
HOLMES ST
UPLAND TER
MELROSE
GIBSON ST
HEMLOCK
OTIS ST
PARKINSON ST
MANNING ST
GREAT PLAIN AVE
WEBSTER PARK
LEVELAND RD
WEBSTER ST
MAY ST
FAIR OAKS PARK
WARREN ST
PICKERING ST
OAKLAND AVE
KINGSBURY ST
HIGHLAND AVE
CHAPEL ST
GARDEN ST
DEDHAM AVE
HARRIS AVE
TOWER AVE
LINDBERGH AVE
DARTMOUTH AVE
DUNSTER RD
DONNA RD
JAMES AVE
MANNING ST
FAIRLAWN ST
HOLLAND TER
HOLLAND ST
HOMESTEAD PARK
LA SALLE RD
LINDBERGH AVE
HOOVER RD
LEXINGTON
THORPE RD
HIGH ST
WEST ST
HUNNEWELL ST
MELLEN ST
MORTON ST
LONGFELLOW RD
CAREY RD
TRUEMAN ST
ROSEMARY ST
DANA PL
CAREY PL
MASONIC WAY
HILLSIDE AVE
DALE ST
ROSEMARY WAY
TAMARACK LN
LAKE DR
MAY ST
DENMARK
KEITH PL
PICKERING PL
HIGHLAND PL
HIGHLAND AVE
CHENEY
ROSALIE RD
AVON CIR
PARKER RD
RICHDALE RD
NEVADA
BURNSIDE
CONCORD ST
MARK
CASTLE PL

Town Meeting Members

PRECINCT I

Full Name	Street Address	Expiration
Michael Centola	12 Hoover Road	2019
Artie R. Crocker	17 Fairlawn Street	2019
Claire Dee Ecsedy	20 Holland Terrace	2019
Joel S. Golden	22 Edwardel Road	2019
Josephine Ochalla	657 Webster Street	2019
Peter J. Pingitore	146 Hillcrest Road	2019
Nicholas S. Renzulli	77 Edwardel Road	2019
Anne W. Weinstein	3 Carey Road	2019
Kathleen D. Whitney	75 Kingsbury Street	2019
Lisa Dannibal Bagshaw	41 Dartmouth Avenue	2020
David J. Ecsedy	20 Holland Terrace	2020
Jill C. Kahn-Boesel	44 Brookline Street	2020
William Christopher Kent	8 James Avenue	2020
Lorraine M. Murphy	59 Beaufort Avenue	2020
William J. Paulson	147 Lindbergh Avenue	2020
David Paul Supple	58 Helen Road	2020
Peter D. Atallah	18 Lindbergh Avenue	2021
Peter Stephen Connolly	104 Beaufort Avenue	2021
David J. Escalante	103 Woodledge Road	2021
John L. Gallo	298 Brookline Street	2021
Laurie B. Hutcheson	384 Hillcrest Road	2021
Paul Robey III	38 Brookline Street	2021
Lois F. Sockol	611 Greendale Avenue	2021
Ron Sockol	611 Greendale Avenue	2021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Highway Ramps
Major Roads
Minor Roads
Railroads
Town Boundaries
Waterbodies
Feet
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EXIT 19
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J
128
2018 Needham Annual Town Report
Page 184

Town Meeting Members

PRECINCT J

Full Name	Street Address	Expiration
Mark L. Borowsky	584 Hunnerwell Street	2019
Robert E. Deutsch	14 Highview Street	2019
Kevin J. Keane	88 Lexington Avenue	2019
George F. Kent	184 Richdale Road	2019
David P. Montgomery	361 Webster Street	2019
Christopher Mooney	41 Lexington Avenue	2019
Peter Sergey Panov	19 West Street	2019
Carol I. Urwitz	164 Greendale Avenue	2019
Catherine J. Barker	13 West Street	2020
James S. Bonasia	174 Tower Avenue	2020
Stuart B. Chandler	123 Paul Revere Road	2020
Robert A. Downs	51 Virginia Road	2020
Michael M. Mathias	354 Webster Street	2020
Jane B. Murphy	760 Highland Avenue #17	2020
Karen R. Shannon	13 Bennington Street	2020
Debra A. Whitney	36 Hunting Road	2020
Georgina A. Arrieta-Ruetenik	236 Greendale Avenue	2021
Lisa Cherbuliez	17 Lindbergh Avenue	2021
William R. Dermody	12 Concord Street	2021
David C. DiCicco	24 Mellen Street	2021
Michael J. Greis	384 Webster Street	2021
Elizabeth Nicole Kaponya	27 Highland Terrace	2021
Christine S. McCourt	181 Richdale Road	2021
Donna M Mullin	131 Paul Revere Road	2021

FY2018 RETIREES

Dept	Retiree	Retire Date	Years of Service	Dept	Retiree	Retire Date	Years of Service
TWN	Jon Mattleman	07/08/2017	35 years 8 months	TWN	Stanley Winston	01/18/2018	11 years 6 months
SCH	Mary Grace Summergrad	07/28/2017	13 years	LIB	Margaret Aldrich	02/26/2018	10 years 6 months
DPW	Kenneth Nunn	08/27/2017	29 years 3 months	DPW	John Boyle	04/22/2018	17 years 10 months
POL	Barbara Gouthro	08/28/2017	24 years	FIR	John Longley	06/16/2018	31 years 6 months
RET	Mary Gerber	09/01/2017	20 years 6 months	SCH	Laura Hasenfus	06/19/2018	33 years 5 months
SCH	Estelle McCarthy	09/01/2017	21 years	SCH	Regina Thornton	06/19/2018	13 years 9 months
SCH	Anne Normant	09/01/2017	21 years 11 months	SCH	Joan Scheffler	06/20/2018	19 years 6 months
SCH	Wayne Heike	09/05/2017	10 years 1 month	MBM	Howard Egerton	06/30/2018	17 years 3 months
TWN	Donna Aprea	01/01/2018	20 years 9 months	SCH	Abby Watt	06/30/2018	19 years 10 months

FY2018

Dept	Retiree	Years of Service	Dept	Retiree	Years of Service
SCH	Ann McKeown	19 years 9 months	SCH	Marie Rose Bechard	17 years 10 months
SCH	Anna T. D'Innocenzo	13 years 3 months	CUST	Mary D. Boris (Bene for Vincent Boris)	14 years 9 months
TOWN	Ernest Hohengasser	16 years	HOS	Mary Kelley	10 years
SCH	Eunice K. Brennan	9 years 6 months	CUST	Maurice D. Marston	25 years
SCH	Florence H. Kohler	31 years 5 months	SCH	Myra F. Cawley	20 years 9 months
SCH	George A. Jordan	19 years 5 months	FIRE	Richard W. Feeley	30 years 4 months
SCH	George John Lucas	25 years 3 months	FIN	Robert Muirhead (Bene Clarice Muirhead)	20 years 3 months
DPW	Lance Remsen	39 years 1 month	POL	Robert W. Eldridge	26 years 6 months
SCH	Marco T. Bonilla	10 years 5 months	FIRE	William G. Dunn	31 years 8 months
HOS	Marie Anne Sussenguth	15 years 10 months			

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APPENDICES

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General Fund
Balance Sheet
Year Ended June 30, 2018

	General
ASSETS	
Cash and Short-term Investments	$23,289,029
Investments	$28,988,972
Receivables:	
Property Taxes	$2,906,442
Excises	$985,260
Departmental	$1,696,211
Intergovernmental	$3,475,740
Betterments	$0
Other	$18,684
Other Assets	$0
Total Assets	$61,360,338
LIABILITIES	
Warrants and Accounts Payable	$2,511,800
Deferred Revenue	$0
Accrued Liabilities	$1,273,977
Due to Other Governments	$0
Taxes Collected in Advance	$0
Refunds Payable	$541,984
Anticipation Notes Payable	$0
Other Liabilities	$134,548
Total Liabilities	$4,462,309
Deferred Inflows of Resources	$8,844,941
FUND BALANCES	
Non-spendable	$0
Restricted	$1,013,132
Committed	$12,763,756
Assigned	$16,459,089
Unassigned	$17,817,111
Total Fund Balance	$48,053,088
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$61,360,338

Total Governmental Funds
Combined Balance Sheet
Year Ended June 30, 2018

	General
ASSETS	
Cash and Short-term Investments	$48,479,658
Investments	$37,472,355
Receivables:	
Property Taxes	$2,920,119
Excises	$985,260
Departmental	$1,721,947
Intergovernmental	$4,518,418
Other	$18,684
Deposits	$134,884
Total Assets	$96,251,325
LIABILITIES	
Warrants and Accounts Payable	$6,841,903
Unearned Revenue	$1,255,055
Accrued Liabilities	$1,311,339
Due to Other Governments	$0
Taxes Collected in Advance	$0
Refunds Payable	$541,984
Anticipation Notes Payable	$31,980,000
Other Liabilities	$136,163
Total Liabilities	$42,066,444
Deferred Inflows of Resources	$10,061,916
FUND BALANCES	
Non-spendable	$188,478
Restricted	$14,760,172
Committed	$17,024,840
Assigned	$16,459,089
Unassigned	($4,309,614)
Total Fund Balance	$44,122,965
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$96,251,325

Total Governmental Funds
Statement of Revenues, Expenses and Changes in Fund Balances
Year Ended June 30, 2018

Revenues	
Property Taxes	$134,878,340
Excise Taxes	$5,910,555
Penalties, Interest and Other Taxes	$2,134,628
Charges for Services	$8,495,305
Departmental	$1,852,700
Licenses and Permits	$2,598,567
Intergovernmental	$29,919,298
Investment Income	$660,287
Fines and Forfeitures	$192,010
Contributions	$429,729
Other	$344,689
Total Revenues	$187,416,108
Expenditures	
General Government	$5,742,251
Public Safety	$18,022,975
Education	$98,041,333
Public Works	$10,609,797
Maintenance	$9,077,653
Health and Human Services	$2,395,295
Culture and Recreation	$2,708,379
Employee Benefits	$12,616,631
Other Current Expenditures	$521,244
Capital Outlay	$37,343,885
Debt Service	$10,601,468
Intergovernmental	$1,333,038
Total Expenditures	$209,013,949
Revenues to Expenditures	($21,597,841)
Other Financing Sources and Uses	
Issuance of Refunded Debt	$0
Bond Premium	$6,400
Transfers In	$12,742,424
Refunding Escrow	$0
Transfers Out	($13,116,259)
Total Other Financing Sources and Uses	($367,435)
Net Change in Fund Balances	($21,965,276)
Fund Balances at Beginning of Year	$66,088,241
Fund Balances at End of Year	$44,122,965

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2018

	Solid Waste	Sewer	Water
ASSETS			
Current Assets:			
Cash and Short-term Investments	$2,066,553	$6,851,413	$8,771,068
Receivables	$303,885	$2,541,296	$2,039,145
Intergovernmental	$0	$0	$0
Other Current Assets	$0	$0	$0
Total Current Assets	$2,370,438	$9,392,709	$10,810,213
Noncurrent Assets:			
Land and Construction in Progress	$5,045,260	$1,613,591	$2,561,702
Other Capital Assets, Net of Accumulated Depreciation	$1,883,824	$22,349,868	$30,399,672
Total Noncurrent Assets	$6,929,084	$23,963,459	$32,961,374
Total Assets	$9,299,522	$33,356,168	$43,771,587
Deferred Outflows	$148,196	$207,683	$270,114
Total Assets and Deferred Outflows	$9,447,718	$33,563,851	$44,041,701
LIABILITIES			
Current Liabilities:			
Accounts Payable	$244,667	$34,673	$29,661
Accrued Payroll	$14,200	$20,485	$20,696
Accrued Liabilities	$0	$0	$0
Retainage Payable	$0	$0	$0
Refunds Payable	$229,073	$98,900	$23,084
Notes Payable	$5,000	$0	$0
Other Liabilities	$0	$0	$0
Current Portion of Long-term Liabilities:			
Bonds Payable	$55,000	$842,507	$1,153,848
Compensated Absences	$37,065	$165,345	$131,234
Total Current Liabilities	$585,005	$1,161,910	$1,358,523

Enterprise Funds
Statement of Net Position
Year Ended June 30, 2018

	Solid Waste	Sewer	Water
Noncurrent Liabilities			
Net Pension Liability	$899,932	$1,157,056	$1,542,741
Net OPEB Liability	$0	$827,843	$775,607
Bonds Payable, Net of Current Portion	$40,000	$5,391,449	$6,199,532
Total Noncurrent Liabilities	$939,932	$7,376,348	$8,517,880
Total Liabilities	$1,524,937	$8,538,258	$9,876,403
Deferred Inflows	$98,582	$211,258	$248,175
	$1,623,519	$8,749,516	$10,124,578
NET POSITION			
Invested in Capital Assets, Net of Related Debt	$6,829,084	$17,861,489	$26,601,759
Unrestricted	$995,115	$6,952,846	$7,315,364
Total Net Assets	$7,824,199	$24,814,335	$33,917,123
Total Assets and Deferred Outflows	$9,447,718	$33,563,851	$44,041,701

Enterprise Funds
Statement of Revenues, Expenses and Changes in Net Position
Year Ended June 30, 2018

	Solid Waste	Sewer	Water
Operating Revenues			
Charges for Services	$1,180,739	$9,190,864	$6,924,740
Other Current Assets	$0	$0	$4,215
Total Operating Revenue	$1,180,739	$9,190,864	$6,928,955
Operating Expenses			
Personnel Services	$767,098	$976,599	$1,250,126
Non-Personnel Services	$1,400,153	$222,894	$984,564
Depreciation	$348,071	$921,083	$1,291,773
Intergovernmental Assets	$0	$5,889,796	$1,109,794
Total Operating Expenses	$2,515,322	$8,010,372	$4,636,257
Operating Income (Loss)	($1,334,583)	$1,180,492	$2,292,698
Non-operating Revenues and Expenses			
Intergovernmental Revenue	$0	$31,734	$0
Investment Income	$3,593	$37,327	$46,650
Other Revenue		$146,903	
Interest Expense	($8,695)	($158,739)	($204,299)
Net Non-operating Revenue/Expense	($5,102)	$57,225	($157,649)
Income (Loss) Before Transfers	($1,339,685)	$1,237,717	$2,135,049
Capital Contribution			
Transfers In	$1,676,672	$496,247	$28
Transfers Out	($536,209)	($433,386)	($829,517)
Net Transfers	$1,140,463	$62,861	($829,489)
Change in Net Position	($199,222)	$1,300,578	$1,305,560
Net Position at Beginning of Year	$8,023,421	$23,513,757	$32,611,563
Net Position at End of Year	$7,824,199	$24,814,335	$33,917,123

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2018

	Solid Waste	Sewer	Water
Operating Activities			
Receipts from Customers and Users	$1,205,650	$9,161,562	$6,755,107
Employer Contributions	$0	$0	$0
Payment of Utility Assessments	$0	($5,889,796)	($1,109,794)
Payments to Vendors and Contractors	($1,202,997)	($211,405)	($1,005,839)
Payment of Employee Salaries, Benefits, and Related Activities	($753,971)	($988,603)	($1,247,356)
Net Cash Operating Activities	($751,318)	$2,071,758	$3,392,118
Noncapital Financing Activities			
Operating Grants Received	$0	$31,734	$0
Transfers from Other Funds	$1,676,672	$496,247	$28
Transfers to Other Funds	($536,209)	($433,386)	($829,517)
Net Cash Noncapital Financing Activities	$1,140,463	$94,595	($829,489)
Capital Financing Activities			
Acquisition and Construction of Capital Assets	($403,239)	($469,009)	($1,508,961)
Non Operating Revenue	$0	$146,903	
Proceeds from Notes	$0	$0	
Proceeds from Bonds	$0	$179,548	$2,131,265
Principal Payments on Loans	($135,000)	($853,083)	($1,086,978)
Paydowns of Notes	($1,000)		($113,120)
Capital Contribution	$0	$0	$0
Interest Expense	($8,695)	($158,739)	($204,299)
Net Cash Capital Financing Activities	($547,934)	($1,154,380)	($782,093)

Enterprise Funds
Statement of Cash Flows
Year Ended June 30, 2018

	Solid Waste	Sewer	Water
Investment Activities			
Investment Income	$3,594	$37,326	$46,651
Net Cash Investment Activities	$3,594	$37,326	$46,651
Net Change in Cash	($155,195)	$1,049,299	$1,827,187
Cash and Investments Beginning of Year	$2,221,748	$5,802,114	$6,943,881
Cash and Investments End of Year	$2,066,553	$6,851,413	$8,771,068

Trust Funds
Year Ended June 30, 2018

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
Anita M. Reinke Memorial Scholarship	$11,621.98	$1,315.57	$450.00	$12,487.55
Arthur and Cecilia Bailey Scholarship	$52,313.55	$5,844.17	$2,000.00	$56,157.72
Centennial Football Scholarship	$491.26	$54.89		$546.15
Charles and Bernice Siegel Memorial Fund	$232,370.94	$25,959.22	$9,000.00	$249,330.16
Chloe Malast Memorial Scholarship	$17,581.21	$1,989.81	$1,000.00	$18,571.02
Class of 1979 Scholarship	$45.29	$5.05		$50.34
Class of 1980 Scholarship	$7,286.67	$814.03	$500.00	$7,600.70
C. J. Cullen III Memorial Scholarship	$44,275.27	$4,946.20	$1,600.00	$47,621.47
Dana F. Burke Scholarship	$4,734.81	$528.95	$300.00	$4,963.76
De Fazio Family Memorial Scholarship	$16,556.97	$1,849.67	$650.00	$17,756.64
Derwood Newman Memorial	$29,851.87	$5,178.02		$35,029.89
Dr. Lee Allan Memorial	$3,441.80	$384.49		$3,826.29
Dwight School (Pollard School)	$45,589.66	$7,907.81		$53,497.47
Edward J. Stewart 13 Club Scholarship	$98.69	$11.02		$109.71
Edith Wildman Fund	$571,939.70	$63,894.01	$22,500.00	$613,333.71
Edith Garido Memorial Scholarship	$0.00	$27,625.64		$27,625.64
Elizabeth Handley	$44,541.04	$4,975.88	$1,800.00	$47,716.92
Elizabeth May Music Trust	$200,000.00	$22,342.91		$222,342.91
Frederick Barstow Scholarship	$282,106.29	$31,318.15	$12,000.00	$301,424.44
Frederick Harris Scholarship	$34,398.85	$3,842.86	$2,000.00	$36,241.71
George Morse Memorial Scholarship	$242,282.15	$27,066.43	$4,800.00	$264,548.58
George F. Skinner	$1,743.41	$194.76	$1,200.00	$738.17
High School Sports Endowment	$37,268.05	$6,464.39	$1,490.00	$42,242.44
Igor Guralnik & Keith Flueckiger	$18.56	$2.07		$20.63
Joan W. Swartz Memorial Scholarship	$75.07	$8.38		$83.45
John Akers	$312,281.65	$34,741.31	$7,500.00	$339,522.96
John C. Wood (High School Library)	$16,051.18	$2,784.19	$570.00	$18,265.37
Joseph Paulini Scholarship	$3,550.11	$548.83	$140.00	$3,958.94
Kyle Shapiro Scholarship	$6.25	$0.72		$6.97
Leo F. Richards Jr. Scholarship	$571.30	$63.83	$500.00	$135.13
Linda Barnes Scholarship	$1,113.13	$124.35	$500.00	$737.48
Lizzie and Reuben Grossman Scholarship	$92.20	$1,510.30	$1,500.00	$102.50
Mark R., Beane Memorial Scholarship	$39,399.42	$4,401.50	$1,575.00	$42,225.92
Martin Luther King Scholarship	$5,317.57	$1,048.75	$200.00	$6,166.32
Minot Mac Donald (Carter School Library)	$11,031.71	$1,913.51		$12,945.22
Miriam Kronish Scholarship	$6,192.03	$691.76	$250.00	$6,633.79
Miriam Kronish Excellence in Educ	$38,575.00	$4,309.39	$1,540.00	$41,344.39
Nate Tavalone Scholarship	$8,667.56	$1,268.30	$300.00	$9,635.86
New Century Club Scholarship	$14,823.80	$1,656.05	$600.00	$15,879.85
Nina Pansuk Scholarship	$161,255.54	$18,014.59	$5,000.00	$174,270.13
Peter Eloranta Chemistry Award Scholarship	$14,793.15	$1,652.60		$16,445.75
Peter Eloranta Scholarship	$107,753.32	$12,037.62	$4,000.00	$115,790.94

Trust Funds
Year Ended June 30, 2018

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
Rebecca H. Perry Memorial Scholarship	$290,670.02	$32,472.07	$6,600.00	$316,542.09
Richard Jensen, Sr. Memorial Scholarship	$3,391.61	$378.90		$3,770.51
Robert and Elizabeth Gardner Scholarship	$111,954.90	$47,457.73	$20,000.00	$139,412.63
Robert Burke Fitzgerald	$121,828.15	$13,609.98	$4,800.00	$130,638.13
Ruth Ann B. Simmons MD Memorial Scholarship	$15,669.54	$1,750.50	$1,500.00	$15,920.04
Scott Marino Memorial Scholarship	$8,362.03	$1,086.41	$1,000.00	$8,448.44
Stacy Neilson Memorial Fund (Soccer Team)	$23,182.19	$3,304.13	$950.00	$25,536.32
Students Need Arts Trust Fund	$67.74	$12.47	$1.17	$79.04
Timothy P. Flanagan Memorial Scholarship	$5,796.02	$647.52	$1,000.00	$5,443.54
Richard Tod Greenleaf III Memorial	$3,675.19	$410.58	$1,500.00	$2,585.77
William G. Moseley Scholarship	$25,492.51	$2,847.90	$800.00	$27,540.41
Willaim L. Sweet Scholarship	$921,360.28	$102,625.29	$45,250.00	$978,735.57
William T. Burke Memorial Scholarship	$211.64	$23.64		$235.28
Subtotal School	$4,153,769.83	$537,919.10	$168,866.17	$4,522,822.76
Arthur W. & Barbara S. Hatch Fund	$325,132.77	$36,068.03	$15,992.01	$345,208.79
Bosworth Library Trust Fund	$8,356.02	$834.85	$55.66	$9,135.21
Charles Fredic Clifford Henderson Library 10% Trust	$150,148.89	$16,759.65	$1,488.06	$165,420.48
Cora Proctor Thurston Fund	$15,195.78	$1,683.20	$596.92	$16,282.06
Harold Street Trust	$27,508.62	$3,073.11	$183.23	$30,398.50
Helen DE M. Dunn Library Trust Fund	$986.60	$110.21	$6.57	$1,090.24
Karl L. Nutter Library Trust Fund	$2,678.52	$299.22	$17.84	$2,959.90
Laura G. Willgoose Library Trust Fund	$164,701.66	$18,367.07	$5,476.44	$177,592.29
Library Permanent Donation Fund	$97,029.64	$74,586.33	$51,657.41	$119,958.56
Lois Carley Children's Library Trust	$13,102.28	$1,449.85	$565.27	$13,986.86
Martha Barr Library Trust Fund	$3,826.05	$427.44	$25.48	$4,228.01
Myra S. Greenwood Library Trust Fund	$86,126.31	$9,621.56	$573.67	$95,174.20
Roger S. Corliss Fund	$8,228.59	$919.25	$54.81	$9,093.03
William Carter Fund	$42,328.66	$4,728.72	$281.94	$46,775.44
William H. Wye Library Fund	$1,953.34	$218.23	$13.01	$2,158.56
Kathleen F and Dr Thomas H Weller Trust Fund	$7,109.89	$794.28	$47.36	$7,856.81
Subtotal Library	$954,413.62	$169,941.00	$77,035.68	$1,047,318.94
350th Needham Birthday Celebration	$6,390.13	$713.87	$110.07	$6,993.93
400th Needham Birthday Celebration	$4,264.46	$476.42	$73.45	$4,667.43
Community Revitalization Maintenance 10% Trust	$304.90	$12,556.03	$11,171.11	$1,689.82
Community Revitalization Trust	$397.30	$11,389.32	$6.84	$11,779.78
Council on Aging Permanent Donation	$173,317.75	$19,362.14	$2,985.33	$189,694.56
Domestic Violence Trust	$265,686.40	$29,681.03	$10,576.34	$284,791.09
Esther Lyford Trust	$12,166.38	$1,359.18	$209.56	$13,316.00
Green Field Improvement Association Fund	$6,683.22	$746.60	$115.12	$7,314.70

Trust Funds
Year Ended June 30, 2018

Fund	July 1, 2017	Receipts	Disbursements & Adjustments	June 30, 2018
John B. Tolman Trust (Library/Temperance Organization)	$146,178.81	$16,330.30	$2,517.87	$159,991.24
Mary Virginia E. Hill (Animal Welfare) Fund	$16,021.39	$1,789.83	$275.96	$17,535.26
Needham Cemetery Grand Army Lot Perpetual Care Fund	$15,005.45	$1,577.69	$1,758.46	$14,824.68
Needham Military Band	$157.59		$3.32	$154.27
Park & Recreation (Park Beautification) Fund	$16,242.13	$1,835.78	$279.76	$17,798.15
Rebecca Perry Park Trust Fund	$32,913.18	$3,676.90	$566.92	$36,023.16
Robert & Marcia Carleton Memorial Trust Fund	$114,151.82	$12,752.41	$1,966.22	$124,938.01
Robert & Marcia Carleton Pavilion Fund	$34,892.74	$3,898.04	$601.01	$38,189.77
Skate Park Trust Fund	$2,855.77	$319.01	$49.19	$3,125.59
Subtotal Other Funds	$847,629.42	$118,464.55	$33,266.53	$932,827.44
TOTAL	**$5,955,812.87**	**$826,324.65**	**$279,168.38**	**$6,502,969.14**

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Townwide		$46,914,010	$430,000	-$1,089,004	$46,255,006	-$43,119,113.21	-$554,536.63	-$43,673,649.84	$2,581,356.16
10	Board of Selectmen and the Office of the Town Manager	$984,167		$9,985	$994,152	-$923,296.93	-$10,151.78	-$933,448.71	$60,703.29
11	Town Clerk and Board of Registrars	$377,560		$4,589	$382,149	-$363,328.67	-$8,303.43	-$371,632.10	$10,516.90
12	Town Counsel	$329,442		$45,260	$374,702	-$360,718.80	-$7,392.84	-$368,111.64	$6,590.36
13	Personnel Board								
14	Finance Department	$2,720,797		$16,499	$2,737,296	-$2,544,850.96	-$39,607.50	-$2,584,458.46	$152,837.54
15	Finance Committee	$37,879			$37,879	-$37,479.51		-$37,479.51	$399.49
16	Planning and Community Development Department	$541,943		$5,267	$547,210	-$532,730.55	-$9,069.80	-$541,800.35	$5,409.65
17	Police Department	$6,617,576			$6,617,576	-$6,155,041.18	-$190,376.16	-$6,345,417.34	$272,158.66
18	Fire Department	$7,935,850			$7,935,850	-$7,732,556.48	-$77,972.80	-$7,810,529.28	$125,320.72
19	Building Department	$742,482		$3,036	$745,518	-$668,869.93		-$668,869.93	$76,648.07
20	Minuteman Regional High School Assessment	$806,252			$806,252	-$801,331.00		-$801,331.00	$4,921.00
21	Needham Public Schools	$68,350,083			$68,350,083	-$66,669,249.61	-$1,177,258.06	-$67,846,507.67	$503,575.33
22	Department of Public Facilities	$6,669,124	$50,000	$2,438	$6,721,562	-$5,895,828.98	-$430,038.02	-$6,325,867.00	$395,695.00
23	Department of Public Works	$5,725,109		$944,458	$6,669,567	-$6,462,958.03	-$128,384.43	-$6,591,342.46	$78,224.54
24	Municipal Parking Program	$103,905			$103,905	-$85,988.92	-$6,348.60	-$92,337.52	$11,567.48
25	Health and Human Services Department	$1,696,943		$7,161	$1,704,104	-$1,576,362.82	-$10,595.06	-$1,586,957.88	$117,146.12
26	Commission on Disabilities	$2,050			$2,050	-$1,769.39		-$1,769.39	$280.61

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
27	Historical Commission	$1,050			$1,050				$1,050.00
28	Needham Public Library	$1,658,387		$2,773	$1,661,160	-$1,652,327.20	-$1,502.51	-$1,653,829.71	$7,330.29
29	Park and Recreation Department	$488,789		$47,538	$536,327	-$469,783.57	-$27,754.17	-$497,537.74	$38,789.26
30	Memorial Park	$750			$750	-$722.50		-$722.50	$27.50
	Subtotal	$105,790,138	$50,000	$1,089,004	$106,929,142	-$102,935,195.03	-$2,124,755.16	-$105,059,950.19	$1,869,191.81
Townwide & Departments		$152,704,148	$480,000		$153,184,148	-$146,054,308.24	-$2,679,291.79	-$148,733,600.03	$4,450,547.97
Townwide Expense Budgets									
1	Casualty, Liability, Property & Self-Insurance Program	$606,200			$606,200	-$521,244.00		-$521,244.00	$84,956.00
2	Debt Service	$12,573,958			$12,573,958	-$12,558,451.43		-$12,558,451.43	$15,506.57
3	Group Health Insurance, Employee Benefits & Administrative Costs	$13,949,197	$480,000		$14,429,197	-$13,377,619.23	-$16,872.00	-$13,394,491.23	$1,034,705.77
4	Needham Electric, Light & Gas Program	$3,558,040			$3,558,040	-$2,687,666.55	-$536,999.63	-$3,224,666.18	$333,373.82
5	OPEB	$6,115,455			$6,115,455	-$6,115,455.00		-$6,115,455.00	
6	Retirement Assessments	$7,332,277			$7,332,277	-$7,203,059.00		-$7,203,059.00	$129,218.00
7	Workers Compensation	$656,283			$656,283	-$655,618.00	-$665.00	-$656,283.00	
8	Classification Performance & Settlements	$260,000		-$111,343	$148,657				$148,657.00

General Fund

Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
9 Reserve Fund	$1,862,600	-$50,000	-$977,661	$834,939				$834,939.00
Total	$46,914,010	$430,000	-$1,089,004	$46,255,006	-$43,119,113.21	-$554,536.63	-$43,673,649.84	$2,581,356.16
Board of Selectmen and the Office of the Town Manager								
10A Salary & Wages	$846,088		$9,985	$856,073	-$803,369.46		-$803,369.46	$52,703.54
10B Expenses	$138,079			$138,079	-$119,927.47	-$10,151.78	-$130,079.25	$7,999.75
Total	$984,167		$9,985	$994,152	-$923,296.93	-$10,151.78	-$933,448.71	$60,703.29
Town Clerk and Board of Registrars								
11A Salary & Wages	$329,145		$4,589	$333,734	-$325,960.53		-$325,960.53	$7,773.47
11B Expenses	$48,415			$48,415	-$37,368.14	-$8,303.43	-$45,671.57	$2,743.43
Total	$377,560		$4,589	$382,149	-$363,328.67	-$8,303.43	-$371,632.10	$10,516.90
Town Counsel								
12A Salary & Wages	$75,442			$75,442	-$75,140.00		-$75,140.00	$302.00
12B Expenses	$254,000		$45,260	$299,260	-$285,578.80	-$7,392.84	-$292,971.64	$6,288.36
Total	$329,442		$45,260	$374,702	-$360,718.80	-$7,392.84	-$368,111.64	$6,590.36
Personnel Board								
13A Salary & Wages								
13B Expenses								
Total								
Finance Department								
14A Salary & Wages	$1,816,698		$16,499	$1,833,197	-$1,734,011.03		-$1,734,011.03	$99,185.97
14B Expenses	$835,624			$835,624	-$747,446.97	-$34,525.46	-$781,972.43	$53,651.57
14C Capital	$68,475			$68,475	-$63,392.96	-$5,082.04	-$68,475.00	
Total	$2,720,797		$16,499	$2,737,296	-$2,544,850.96	-$39,607.50	-$2,584,458.46	$152,837.54
Finance Committee								
15A Salary & Wages	$36,629			$36,629	-$36,348.52		-$36,348.52	$280.48
15B Expenses	$1,250			$1,250	-$1,130.99		-$1,130.99	$119.01
Total	$37,879			$37,879	-$37,479.51		-$37,479.51	$399.49

General Fund

Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Planning and Community Development Department									
16A	Salary & Wages	$511,815		$5,267	$517,082	-$515,287.33		-$515,287.33	$1,794.67
16B	Expenses	$30,128			$30,128	-$17,443.22	-$9,069.80	-$26,513.02	$3,614.98
	Total	$541,943		$5,267	$547,210	-$532,730.55	-$9,069.80	-$541,800.35	$5,409.65
Police Department									
17A	Salary & Wages	$6,139,368			$6,139,368	-$5,915,759.53		-$5,915,759.53	$223,608.47
17B	Expenses	$304,090			$304,090	-$239,281.65	-$17,872.81	-$257,154.46	$46,935.54
17C	Capital	$174,118			$174,118		-$172,503.35	-$172,503.35	$1,614.65
	Total	$6,617,576			$6,617,576	-$6,155,041.18	-$190,376.16	-$6,345,417.34	$272,158.66
Fire Department									
18A	Salary & Wages	$7,552,956			$7,552,956	-$7,436,136.35		-$7,436,136.35	$116,819.65
18B	Expenses	$352,248			$352,248	-$296,420.13	-$47,973.80	-$344,393.93	$7,854.07
18C	Capital	$30,646			$30,646		-$29,999.00	-$29,999.00	$647.00
	Total	$7,935,850			$7,935,850	-$7,732,556.48	-$77,972.80	-$7,810,529.28	$125,320.72
Building Department									
19A	Salary & Wages	$691,442		$3,036	$694,478	-$633,236.41		-$633,236.41	$61,241.59
19B	Expenses	$51,040			$51,040	-$35,633.52		-$35,633.52	$15,406.48
	Total	$742,482		$3,036	$745,518	-$668,869.93		-$668,869.93	$76,648.07
Minuteman Regional High School Assessment									
20	Assessment	$806,252			$806,252	-$801,331.00		-$801,331.00	$4,921.00
	Total	$806,252			$806,252	-$801,331.00		-$801,331.00	$4,921.00
Needham Public Schools									
21	Needham Public School Budget	$68,350,083			$68,350,083	-$66,669,249.61	-$1,177,258.06	-$67,846,507.67	$503,575.33
	Total	$68,350,083			$68,350,083	-$66,669,249.61	-$1,177,258.06	-$67,846,507.67	$503,575.33
Department of Public Facilities									
22A	Salary & Wages	$3,972,394		$2,438	$3,974,832	-$3,702,409.39		-$3,702,409.39	$272,422.61
22B	Expenses	$2,696,730	$50,000		$2,746,730	-$2,193,419.59	-$430,038.02	-$2,623,457.61	$123,272.39
22C	Capital								
	Total	$6,669,124	$50,000	$2,438	$6,721,562	-$5,895,828.98	-$430,038.02	-$6,325,867.00	$395,695.00

General Fund

Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Department of Public Works								
23A Salary & Wages	$3,673,538		$59,595	$3,733,133	-$3,677,943.66		-$3,677,943.66	$55,189.34
23B Expenses	$1,597,235			$1,597,235	-$1,451,979.25	-$122,920.43	-$1,574,899.68	$22,335.32
23C Capital	$42,216			$42,216	-$36,052.28	-$5,464.00	-$41,516.28	$699.72
23D Other	$412,120		$884,863	$1,296,983	-$1,296,982.84		-$1,296,982.84	$0.16
Total	$5,725,109		$944,458	$6,669,567	-$6,462,958.03	-$128,384.43	-$6,591,342.46	$78,224.54
Municipal Parking Program								
24 Program	$103,905			$103,905	-$85,988.92	-$6,348.60	-$92,337.52	$11,567.48
Total	$103,905			$103,905	-$85,988.92	-$6,348.60	-$92,337.52	$11,567.48
Health and Human Services Department								
25A Salary & Wages	$1,394,100		$7,161	$1,401,261	-$1,304,911.85		-$1,304,911.85	$96,349.15
25B Expenses	$302,843			$302,843	-$271,450.97	-$10,595.06	-$282,046.03	$20,796.97
Total	$1,696,943		$7,161	$1,704,104	-$1,576,362.82	-$10,595.06	-$1,586,957.88	$117,146.12
Commission on Disabilities								
26A Salary & Wages	$1,500			$1,500	-$1,500.00		-$1,500.00	
26B Expenses	$550			$550	-$269.39		-$269.39	$280.61
Total	$2,050			$2,050	-$1,769.39		-$1,769.39	$280.61
Historical Commission								
27A Salary & Wages								
27B Expenses	$1,050			$1,050				$1,050.00
Total	$1,050			$1,050				$1,050.00

General Fund

Statement of Budget Appropriations and Expenditures

Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Needham Public Library									
28A	Salary & Wages	$1,310,073		$2,773	$1,312,846	-$1,307,869.36		-$1,307,869.36	$4,976.64
28B	Expenses	$348,314			$348,314	-$344,457.84	-$1,502.51	-$345,960.35	$2,353.65
	Total	$1,658,387		$2,773	$1,661,160	-$1,652,327.20	-$1,502.51	-$1,653,829.71	$7,330.29
Park and Recreation Department									
29A	Salary & Wages	$391,972		$47,538	$439,510	-$420,215.75		-$420,215.75	$19,294.25
29B	Expenses	$96,817			$96,817	-$49,567.82	-$27,754.17	-$77,321.99	$19,495.01
	Total	$488,789		$47,538	$536,327	-$469,783.57	-$27,754.17	-$497,537.74	$38,789.26
Memorial Park									
30A	Salary & Wages								
30B	Expenses	$750			$750	-$722.50		-$722.50	$27.50
	Total	$750			$750	-$722.50		-$722.50	$27.50
	Department Budget Total	$105,790,138	$50,000	$1,089,004	$106,929,142	-$102,935,195.03	-$2,124,755.16	-$105,059,950.19	$1,869,191.81
	Total Operating Budget	$152,704,148	$480,000		$153,184,148	-$146,054,308.24	-$2,679,291.79	-$148,733,600.03	$4,450,547.97

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A	Salary & Wages	$782,833	$13,823		$796,656	-$757,802.22		-$757,802.22	$38,853.78
101B	Expenses	$1,369,612	$32,000		$1,401,612	-$1,262,925.37	-$125,215.71	-$1,388,141.08	$13,470.92
101C	Capital	$91,500			$91,500	-$89,780.00		-$89,780.00	$1,720.00
101D	Debt Service	$150,000			$150,000	-$149,694.79		-$149,694.79	$305.21
102	Reserve Fund	$25,000			$25,000				$25,000.00
	Total Operating Budget	$2,418,945	$45,823		$2,464,768	-$2,260,202.38	-$125,215.71	-$2,385,418.09	$79,349.91

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A	Salary & Wages	$938,603	$20,373		$958,976	-$916,696.42		-$916,696.42	$42,279.58
201B	Expenses	$431,060			$431,060	-$363,937.92	-$51,835.33	-$415,773.25	$15,286.75
201C	Capital	$50,000			$50,000	-$5,990.00	-$37,656.24	-$43,646.24	$6,353.76
201D	MWRA Assessment	$5,918,642	-$28,846		$5,889,796	-$5,889,796.00		-$5,889,796.00	
201E	Debt Service	$1,500,000			$1,500,000	-$980,086.44		-$980,086.44	$519,913.56
202	Reserve Fund	$35,000			$35,000				$35,000.00
	Total Operating Budget	$8,873,305	-$8,473		$8,864,832	-$8,156,506.78	-$89,491.57	-$8,245,998.35	$618,833.65

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A	Salary & Wages	$1,226,141	$22,272		$1,248,413	-$1,249,859.10		-$1,249,859.10	-$1,446.10
301B	Expenses	$1,107,888			$1,107,888	-$890,764.96	-$122,379.35	-$1,013,144.31	$94,743.69
301C	Capital			$23,092	$23,092		-$23,092.00	-$23,092.00	
301D	MWRA Assessment	$1,114,185	-$4,391		$1,109,794	-$1,109,794.00		-$1,109,794.00	
301E	Debt Service	$1,550,000			$1,550,000	-$1,404,397.81		-$1,404,397.81	$145,602.19
302	Reserve Fund	$75,000		-$23,092	$51,908				$51,908.00
	Total Operating Budget	$5,073,214	$17,881		$5,091,095	-$4,654,815.87	-$145,471.35	-$4,800,287.22	$290,807.78

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2018

Description	Annual Town Meeting	Special Town Meeting Appropriations	Transfers Approved	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	$82,000			$82,000	-$5,182.47	-$520.08	-$5,702.55	$76,297.45
Total Operating Budget	$82,000			$82,000	-$5,182.47	-$520.08	-$5,702.55	$76,297.45

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Needham
TOWN

TAX RATE RECAPITULATION
Fiscal Year 2018

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 195,147,546
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	62,609,659
Ic.	Tax Levy (Ia minus Ib)	$ 132,537,887
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	76.9222	101,951,058.93	8,582,002,936.00	11.88	101,954,194
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0
Commercial	16.7608	22,214,410.25	946,808,441.00	23.46	22,212,126
Net of Exempt					
Industrial	2.2792	3,020,803.53	128,751,282.00	23.46	3,020,505
SUBTOTAL	*95.9622*		*9,657,562,659.00*		*127,186,825*
Personal	4.0378	5,351,614.82	228,092,990.00	23.46	5,351,061
TOTAL	*100.0000*		*9,885,655,649.00*		*132,537,887*

MUST EQUAL

Board of Assessors

Hoyt B. Davis, Director , Needham , cdavis@needhamma.gov 781-455-7500 I 12/6/2017 9:36 AM

Comment: Actual BOA signatures attached

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/08/2017
Approved: Andrew Nelson
Director of Accounts: Mary Jane Handy

Jane Jane Handy

NOTE : The Information was Approved on 12/8/2017

Needham
TOWN

TAX RATE RECAPITULATION
Fiscal Year 2018

Amounts to be raised

IIa.	Appropriations (col.(b) through col.(g) from page 4)		***190,693,472.00***
IIb.	Other amounts to be raised		
	1. Amounts certified for tax title purposes	***12,500.00***	
	2. Debt and interest charges not included on page 4	0.00	
	3. Final Awards	0.00	
	4. Total overlay deficit	0.00	
	5. Total cherry sheet offsets (see cherry sheet 1-ER)	37,239.00	
	6. Revenue deficits	0.00	
	7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
	8. CPA other unappropriated/unreserved	***240,545.00***	
	9. Snow and ice deficit Ch. 44, Sec. 31D	0.00	
	10. Other :	0.00	
	TOTAL IIb (Total lines 1 through 10)		***290,284.00***
IIc.	State and county cherry sheet charges (C.S. 1-EC)		1,351,898.00
IId.	Allowance for abatements and exemptions (overlay)		2,811,892.54
IIe.	Total amount to be raised (Total IIa through IId)		***195,147,546.54***

Estimated receipts and other revenue sources

IIIa.	Estimated receipts - State		
	1. Cherry sheet estimated receipts (C.S. 1-ER Total)	11,025,399.00	
	2. Massachusetts school building authority payments	695,148.00	
	TOTAL IIIa		***11,720,547.00***
IIIb.	Estimated receipts - Local		
	1. Local receipts not allocated (page 3, col (b) Line 24)	***10,415,500.00***	
	2. Offset Receipts (Schedule A-1)	***0.00***	
	3. Enterprise Funds (Schedule A-2)	***17,185,276.00***	
	4. Community Preservation Funds (See Schedule A-4)	***6,756,539.00***	
	TOTAL IIIb		***34,357,315.00***
IIIc.	Revenue sources appropriated for particular purposes		
	1. Free cash (page 4, col (c))	***11,387,990.00***	
	2. Other available funds (page 4, col (d))	***5,143,807.00***	
	TOTAL IIIc		***16,531,797.00***
IIId.	Other revenue sources appropriated specifically to reduce the tax rate		
	1a. Free cash..appropriated on or before June 30, 2017	0.00	
	1b. Free cash..appropriated on or after July 1, 2017	0.00	
	2. Municipal light source	0.00	
	3. Other source :	0.00	
	TOTAL IIId		***0.00***
IIIe.	Total estimated receipts and other revenue sources (Total IIIa through IIId)		***62,609,659.00***

Summary of total amount to be raised and total receipts from all sources

a.	Total amount to be raised (from IIe)		***195,147,546.54***
b.	Total estimated receipts and other revenue sources (from IIIe)	***62,609,659.00***	
c.	Total real and personal property tax levy (from Ic)	***132,537,887.54***	
d.	Total receipts from all sources (total IVb plus IVc)		***195,147,546.54***

NOTE : The information was Approved on 12/8/2017

TAX RATE RECAPITULATION

Fiscal Year 2018

LOCAL RECEIPTS NOT ALLOCATED *

	Receipt Type Description	(a) Actual Receipts Fiscal 2017	(b) Estimated Receipts Fiscal 2018
==> 1.	MOTOR VEHICLE EXCISE	5,701,526.55	4,750,000.
2.	OTHER EXCISE		
==>	a.Meals	492,328.92	415,000.
==>	b.Room	1,079,168.51	945,000.
==>	c.Other	0.00	0.
==> 3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	461,096.23	200,000.
==> 4.	PAYMENTS IN LIEU OF TAXES	124,307.89	50,000.
5.	CHARGES FOR SERVICES - WATER	0.00	0.
6.	CHARGES FOR SERVICES - SEWER	0.00	0.
7.	CHARGES FOR SERVICES - HOSPITAL	0.00	0.
8.	CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.
9.	OTHER CHARGES FOR SERVICES	1,738,166.56	1,420,000.
10.	FEES	174,889.74	115,000.
11.	RENTALS	166,391.57	160,000.
12.	DEPARTMENTAL REVENUE - SCHOOLS	42,955.97	20,000.
13.	DEPARTMENTAL REVENUE - LIBRARIES	39,798.59	30,000.
14.	DEPARTMENTAL REVENUE - CEMETERIES	0.00	0.
15.	DEPARTMENTAL REVENUE - RECREATION	243,015.50	145,000.
16.	OTHER DEPARTMENTAL REVENUE	406,582.47	320,000.
17.	LICENSES AND PERMITS	4,477,430.43	1,558,000.
18.	SPECIAL ASSESSMENTS	4,932.88	0.
==> 19.	FINES AND FORFEITS	144,712.50	117,000.
==> 20.	INVESTMENT INCOME	278,831.08	80,000.
==> 21.	MEDICAID REIMBURSEMENT	194,935.41	80,000.
==> 22.	MISCELLANEOUS RECURRING (PLEASE SPECIFY)	14,771.37	10,500.
23.	MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	29,561.64	0.
24.	**Totals**	***15,815,403.81***	***10,415,500.***

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2018 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant , Needham , mvaillancourt@needhamma.gov 781-455-7500 I 12/5/2017 3:56 PM

Comment:

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterpris funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2018 estimated receipts to FY 2017 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF).

NOTE : The information was Approved on 12/8/2017

TAX RATE RECAPITULATION

Fiscal Year 2018

City/Town Council or Town Meeting Dates	FY*	APPROPRIATIONS (a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	AUTHORIZATIONS MEMO ONLY (h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)
05/01/2017	2017	28,051.00	0.00	28,051.00	0.00	0.00	0.00	0.00	0.00	0.00
05/01/2017	2018	171,286,028.00	150,578,945.00	3,834,482.00	1,105,807.00	0.00	15,317,631.00	449,163.00	1,296,100.00	2,300,000.00
05/08/2017	2017	1,081,990.00	0.00	806,990.00	275,000.00	0.00	0.00	0.00	0.00	0.00
05/08/2017	2018	6,941,831.00	0.00	0.00	800,000.00	0.00	75,000.00	6,066,831.00	0.00	11,000,000.00
05/10/2017	2017	2,615,000.00	0.00	2,351,000.00	0.00	0.00	264,000.00	0.00	0.00	950,000.00
05/10/2017	2018	6,174,341.00	906,874.00	4,367,467.00	900,000.00	0.00	0.00	0.00	0.00	600,000.00
10/02/2017	2018	2,566,231.00	480,000.00	0.00	2,063,000.00	0.00	23,231.00	0.00	0.00	14,875,000.00
	Total	***190,693,472.00***	***151,965,819.00***	***11,387,990.00***	***5,143,807.00***	***0.00***	***15,679,862.00***	***6,515,994.00***		

Enter the fiscal year to which the appropriation relates, i.e., fiscal year 2017 or fiscal 2018.
Appropriations included in column (b) must not be reduced by local receipts or any other funding source.
propriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.
* Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

lerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

Theodora K. Eaton, Town Clerk , Needham , Teaton@needhamma.gov 781-455-7500 I 12/5/2017 10:08 AM

Comment:

NOTE : The information was Approved on 12/8/2017

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